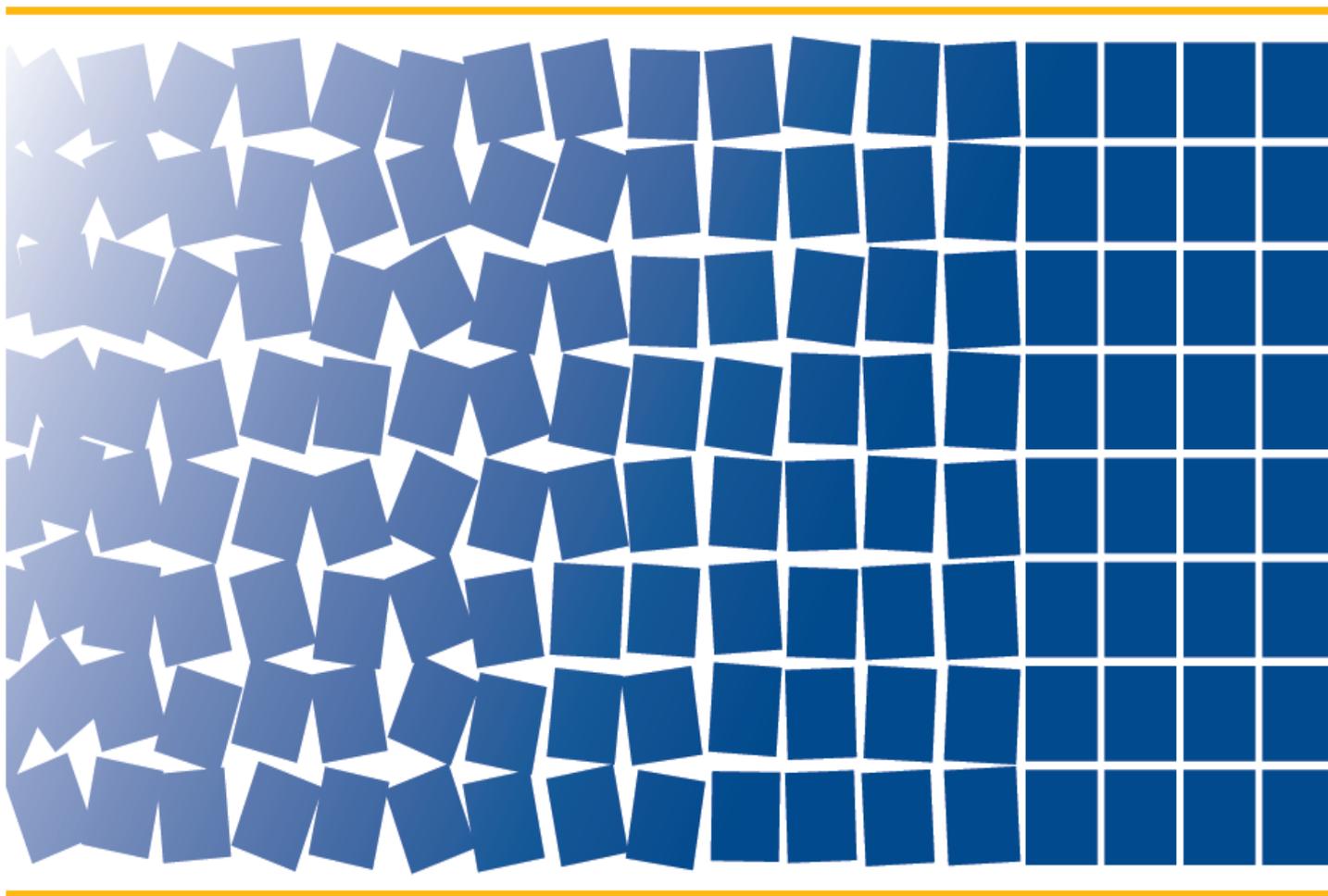


**OFFICE OF THE COMPTROLLER GENERAL  
AMENDMENT 6  
OPERATIONAL RECORDS  
CLASSIFICATION SYSTEM**



**GOVERNMENT RECORDS  
SERVICE**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### OFFICE OF THE COMPTROLLER GENERAL OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SECTION 4	24000-24999	OBSOLETE EFFECTIVE NOVEMBER 1997
SECTION 5	25000-25999	FINANCIAL MANAGEMENT
SECTION 6	26000-26999	CORPORATE FINANCIAL REPORTING
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SYSTEMS SECTION

APPENDICES

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[Key to ARCS/ORCS Codes and Acronyms](#)

## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Office of the Comptroller General ORCS*, in ascending order (i.e., the most recent changes appear first).

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

**Original schedule approval date: 1992-06-29**

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
170480	Formal Amendment	2021-10-21	Primary 27300	<p>The amendment modifies the retention periods for secondaries 27300-05 and 27300-60. It also modifies the SO criteria (i.e., the defined event that triggers the inactivation or closure of a file) in secondary 27300-60 Supplier case file data to reflect four unique supplier types.</p> <p>The amendment updates the language used throughout primary 27300 and in the associated Information System Overviews (ISOs) for consistency, and to reflects current business processes used in the Office of the Comptroller General.</p>
143616	Formal Amendment	2005-02-21	Section 5.	<p>The amendment updates section 5 of the Office of the Comptroller General ORCS to add the new procurement governance function, to add a primary covering the new CORE Policy Manual, and to close the existing primaries covering the superseded Financial Management Operating Policy manual (FMOP) and the Government Management Operating Policy manual (GMOP). This amendment also eliminates many of the secondaries under the "Financial Management -</p>

				Legislation Advice" primary, as the records are now covered by the new ARCS primary 140 relating to legislation development.
159671	Formal Amendment	2003-05-29	Section 3, section 7 and the addition of several new Information System Overviews (ISOs) to the ISO section.	The amendment classifies and schedules records relating to the maintenance and support of the Corporate Accounting System (CAS), and the data contained within the system. The records in this amendment also document the control of government financial transactions processed through the consolidated revenue fund and other special funds, including: supplier coding; payment transaction reporting and control; financial reporting; and bank account reconciliation.
141530	Formal Amendment	2001-03-19	Entire ORCS.	The amendment updates the Office of the Comptroller General Operational Records Classification System (ORCS) as the result of changes in legislation and to the Office's functions and activities since the 1992 edition of the ORCS. These records document the provision of government accounting policy and interpretation service; the administration of government accounting services; conducting internal audit and consulting services; controlling financial transactions through the consolidated revenue fund; administering unclaimed money deposits and claims from entitled persons; development of procedures and training to government financial management staff; the development of financial reporting standards, and preparation of the Public Accounts.
123519	Formal Amendment	1996-08-13	Secondary numbers 23320-02,	The amendment changes the active and semi-active retentions for two secondary numbers 23320-

			Delegation instruments and updates and 23320-03, Specimen signature cards).	02, Delegation instruments and updates; 23320-03, Specimen signature cards) by increasing the active retention from superseded or obsolete plus six months (SO+6m) to superseded or one year (SO+ 1 y) and increases the semi-active retention from nil to six years (6y). This amendment also deletes an obsolete secondary (23320-04, Cancelled delegation instruments and specimen signature cards).
123510	Formal Amendment	1996-08-13	Secondary 24300-06 (Statements – income tax T4's – general - T4 books).	The amendment changes the semi-active retention for 24300-06 (Statements – income tax T4's – general - T4 books) from five years (5y) to forty-seven years (47y).

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	<b>ARCS</b> = <i>Administrative Records Classification System</i> <b>ORCS</b> = <i>Operational Records Classification System</i>
Office information:	<b>OPR</b> = Office of Primary Responsibility
Records life cycle:	<b>A</b> = Active <b>SA</b> = Semi-active <b>FD</b> = Final Disposition
Active and semi-active period codes:	<b>CY</b> = Calendar Year <b>FY</b> = Fiscal Year <b>NA</b> = Not Applicable <b>SO</b> = Superseded or Obsolete <b>w</b> = week <b>m</b> = month <b>y</b> = year
Final disposition categories:	<b>DE</b> = Destruction <b>FR</b> = Full Retention <b>SR</b> = Selective Retention <b>OD</b> = Other Disposition <b>NA</b> = Not Applicable
Special flags:	<b>FOI</b> = Freedom of Information/Protection of Privacy <b>PIB</b> = Personal Information Bank <b>VR</b> = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Government Records Officer contact information.](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### OFFICE OF THE COMPTROLLER GENERAL

#### Operational Records Classification System (ORCS)

## **EXECUTIVE SUMMARY FOR AMENDMENT 6**

#### **Creating Agency**

Ministry Finance  
Office of the Comptroller General  
Corporate Accounting Services

#### **Amendment Change Summary**

Changes to primary 27300 and related system overviews.

#### **Scope**

The purpose of this amendment is to update the retention periods for supplier-related records and data to reflect current business processes. This amendment covers the following four changes to primary 27300.

1. It modifies the SO criteria (i.e., the defined event that triggers the inactivation or closure of a file) in secondary 27300-60 Supplier case file data to reflect four unique supplier types.
2. It increases the retention period for secondary 27300-05 Purged suppliers list. This change increases the retention of the records from five to seven years, which is consistent with other secondaries in primary 27300.
3. It updates the language used throughout primary 27300 and in the associated Information System Overviews (ISOs) so that is consistent with, Supplier case file data 27300-60, reflects current business processes, and adheres to current ORCS development standards.
4. References to the *Limitation Act* replaced with the *Financial Administration Act* throughout the primary.

#### **Standard Appraisal Considerations**

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and informational values are preserved.

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[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

### SUMMARY LIST OF AMENDED CLASSIFICATIONS

#### PRIMARY 27300 - CORPORATE ACCOUNTING SYSTEM SUPPORT - DATA MANAGEMENT

Classification	Classification Title	Retention
27300	CORPORATE ACCOUNTING SYSTEM SUPPORT - DATA MANAGEMENT	
27300-05	Purged suppliers list	FY+6y nil DE
27300-60	Supplier case file data	SO nil DE

#### Endorsements

This schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound record keeping practices.

Schedule Number: 880967

Amendment Number: 170480

Schedule Developer: Chance Dixon, Archivist, 2021-07-19

Endorsed by Government Records Service: Elizabeth Vander Beesen, A/Director of Archival and Records Initiatives, 2021-07-21

The government body endorses this schedule and its implementation: James Bulmer, A/Executive Director, Office of the Comptroller General, Financial Management Branch, 2021-07-21

The Information Management Advisory Committee recommends this schedule for approval: Emilie Hillier, IMAC Chair, 2021-10-07

Approved by the Chief Records Officer: Kerry Pridmore, Chief Records Officer, 2021-10-21

[Key to ARCS/ORCS Codes and Acronyms](#)

MAR 08 2004

Schedule No. 880967

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

Amendment No. 143616

**This is a recommendation to amend the above-noted records schedule.**

Title: Office of the Comptroller General operational records classification system: amendment 5

Ministry of Finance  
Office of the Comptroller General

**Description and Purpose:**

The purpose of this amendment is to update section 5 of the *Office of the Comptroller General ORCS* to add the new procurement governance function, to add a primary covering the new *CORE Policy Manual*, and to close the existing primaries covering the superseded *Financial Management Operating Policy* manual (FMOP) and the *Government Management Operating Policy* manual (GMOP). This amendment also eliminates many of the secondaries under the "Financial Management - Legislation Advice" primary, as the records are now covered by the new *ARCS* primary 140 relating to legislation development.

For further descriptive information about these records, please refer to the attached schedule.

Date range: 1952 ongoing

Physical format of records: see attached schedule

Annual accumulation: n/a cubic meters

**Recommended retention and disposition: scheduled in accord with attached records schedule.**

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

[Signature] 2003/01/08  
Records Officer Date

[Signature] March 3, 2004  
Executive Director/ADM Date

\* [Signature] March 4, 2004  
Deputy Minister/Corporate Executive Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

[Signature] 19 APR 2004  
Chair, PDC Date

**THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:**

Jan 31 2005  
Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

Feb 21 2005  
Date

**OTHER STATUTORY APPROVALS:**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

CONTACT: Blair Turner, Ministry Records Officer, 387-2887

MAR 08 2004

**RECORDS MANAGEMENT APPRAISAL:**

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Financial Administration Act* (RSBC 1996, c. 138) the *Financial Information Act* (RSBC 1996, c. 140), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.


  
Records Analyst

 2003/12/18  
Date
**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.


  
Archivist

 2003/12/18  
Date

The undersigned endorses the appraisal recommendations:


  
Manager, Corporate Records Management Branch

 2003-12-18  
Date

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

**This is a recommendation to amend the above-noted records schedule.**

Title: *Office of the Comptroller General ORCS, amendment 4*

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**Description and Purpose:**

The purpose of this amendment is to classify and schedule records relating to the maintenance and support of the Corporate Accounting System (CAS), and the data contained within the system. The records in this amendment also document the control of government financial transactions processed through the consolidated revenue fund and other special funds, including: supplier coding; payment transaction reporting and control; financial reporting; and bank account reconciliation.

This amendment involves revisions to section 3 (Financial Operations), the addition of a new section 7 (Corporate Accounting System Support), and the addition of several new Information System Overviews (ISOs) to the ISO section..

For further descriptive information about these records, please refer to the attached schedule.

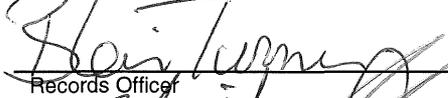
Date range: 1994 ongoing

Physical format of records: see attached schedule

Annual accumulation: 1 cubic meter

**Recommended retention and disposition: scheduled in accord with attached records schedule.**

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**

	<u>2003/02/14</u>
Records Officer	Date
	<u>2003/02/14</u>
Executive Director/ADM	Date
	<u>2003/02/14</u>
Deputy Minister/Corporate Executive	Date

**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**

	<u>2003/03/13</u>
Chair, PDC	Date

**THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:**

2003/05/28  
Date

**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:**

2003/05/29  
Date

**OTHER STATUTORY APPROVALS:**

_____ Signature	_____ Date	_____ Signature	_____ Date
Title:		Title:	

CONTACT: Blair Turner, Ministry Records Officer, 387-2887

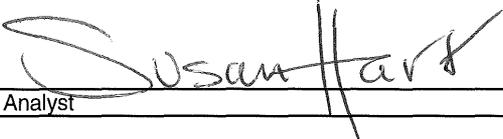
**RECORDS MANAGEMENT APPRAISAL:**

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Financial Administration Act* (RSBC 1996, c. 138), the *Financial Information Act* (RSBC 1996, c. 140), the *Unclaimed Property Act* (SBC 1999, c. 48), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

  
Records Analyst

2003/02/12  
Date

**ARCHIVAL APPRAISAL:**

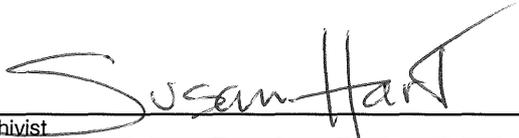
This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

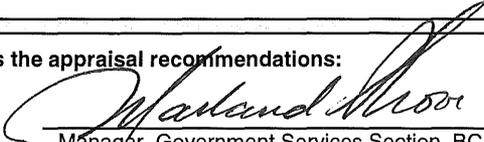
Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

  
Archivist

2003/02/12  
Date

The undersigned endorses the appraisal recommendations:

  
Manager, Government Services Section, BC Archives

2003/02/13  
Date

**RECORDS RETENTION AND DISPOSITION AUTHORITY**

<b>This is a recommendation to amend the above-noted records schedule.</b>	
Title: Office of the Comptroller General Operational Records Classification System	
Ministry of Finance and Corporate Relations Office of the Comptroller General	
<p><b>Description and Purpose:</b></p> <p>The purpose of this amendment is to amend the <i>Office of the Comptroller General Operational Records Classification System (ORCS)</i> as the result of changes in legislation and to the Office's functions and activities since the 1992 edition of the ORCS.</p> <p>These records document the provision of government accounting policy and interpretation service; the administration of government accounting services; conducting internal audit and consulting services; controlling financial transactions through the consolidated revenue fund; administering unclaimed money deposits and claims from entitled persons; development of procedures and training to government financial management staff; the development of financial reporting standards, and preparation of the <i>Public Accounts</i>.</p> <p>For further descriptive information about these records, please refer to the attached schedule.</p>	
Date range: 1952 ongoing	Physical format of records: see attached schedule
Annual accumulation: 21.82 cubic meters	
<b>Recommended retention and disposition: scheduled in accord with attached records schedule.</b>	

<p><b>THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:</b></p> <p><u>Brian Dewsbury</u>      <u>April 13, 2000</u> Records Officer      Date</p> <p><u>[Signature]</u>      <u>April 17, 2000</u> Executive Director/ADM      Date</p> <p><u>[Signature]</u>      <u>APRIL 18, 2000</u> Deputy Minister/Corporate Executive      Date</p> <p><b>THE PUBLIC DOCUMENTS COMMITTEE CONCURS:</b></p> <p><u>S. Mitchell</u>      <u>27 APR 2000</u> Chair, PDC      Date</p>	<p><b>THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:</b></p> <p>_____ Date</p> <p><b>APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:</b></p> <p>_____ <u>2001-03-19</u> Date</p>
--	---

**OTHER STATUTORY APPROVALS:**

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Title:		_____ Title:	

CONTACT: Shyrl Kennedy, Manager, Business Planning and Budgets (250) 387-8173

**RECORDS MANAGEMENT APPRAISAL:**

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Financial Administration Act* (RSBC 1996, c. 138), the *Financial Information Act* (RSBC 1996, c. 140) and the *Unclaimed Property Act* (SBC, Bill 91, 1999) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated in the attached schedule.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The Corporate Accounting System (CAS) and the Unclaimed Property System (UPS) have not been included in the amendment because they are both under development. The Office of the Comptroller General will apply to amend the OCG ORCS to include CAS and UPS records after final testing.

\_\_\_\_\_  
Records Analyst



April 11, 2000  
Date

**ARCHIVAL APPRAISAL:**

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary.

Record series or groups of records that will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records that will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

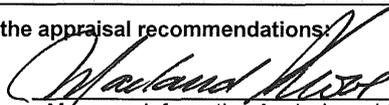
\_\_\_\_\_  
Archivist



April 11, 2000  
Date

The undersigned endorses the appraisal recommendations:

\_\_\_\_\_  
Manager, Information Analysis and Services, BC Archives



April 11, 2000  
Date



RECEIVED JUN 17 1996

Accession No. 123519

123519

Not Applicable

RECORDS RETENTION AND DISPOSAL AUTHORITY

B.C. ARCHIVES AND RECORDS SERVICE

This is a recommendation to: [ ] Authorize a one-time disposal of the records described below [ ] Establish an ongoing Records Retention and Disposal Schedule [X] Amend an existing Records Schedule with Schedule

No. 880967

Record Series, Subject Section, Records Classification System, or Application Title:

Office of the Comptroller General Operational Records Classification System: amendment 2

Ministry: Ministry of Finance and Corporate Relations Division: Office of the Comptroller General Branch:

Description and Purpose: [ ] Administrative [X] Operational [ ] Both

The purpose of this amendment is to change the active and semi-active retentions for two secondary numbers (23320-02, Delegation instruments and updates; 23320-03, Specimen signature cards) by increasing the active retention from superseded or obsolete plus six months (SO+6m) to superseded or obsolete plus one year (SO+1y) and increasing the semi-active retention from nil to six years (6y). This amendment also deletes an obsolete secondary (23320-04, Cancelled delegation instruments and specimen signature cards).

For further descriptive information about these records, please refer to the attached schedule amendment.

Dates: 1989/01/01 ongoing

Physical Format of Records: see attached schedule

Extent: n/a Cubic Metres

No. of Pieces n/a

Have documents been microfilmed?

[ ] Yes [X] No

Is the information in this record series recorded in any other form besides microfilm?

[ ] Yes (See Records Management Appraisal) [X] No

Recommended Retention:

- [ ] Dispose immediately [ ] Dispose on \_\_\_ day of \_\_\_ [ ] Dispose in accord with attached disposal instructions. [X] Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:

- [ ] Destruction [ ] Full Retention by Archives [ ] Selective Retention by Archives [X] Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Director, Executive responsible for records Date May 31/96

Deputy Minister/Corporate Executive Date June 13/96

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chairman PDC/Provincial Archivist Date JUN 27 1996

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

O.I.C. Number Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY

ON AUG 13 1996 Date

OTHER STATUTORY APPROVALS:

Signature Date

Signature Date

Title

Title

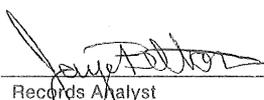
This appraisal documents the recommendation for active and semi-active retention periods.

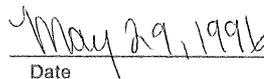
Ministry contact, title, and telephone: **Pauline Critchley, Supervisor, Batch Control 387-9240**

Increasing the retention period for two secondaries (23320-02, delegation instruments and updates and 23320-03, specimen signature cards) to active retention of superseded or obsolete plus one year (SO+1y) and a semi-active retention of six years (6y) ensures that these records are retained for a sufficient length of time to meet the audit requirements of the Office of the Comptroller General (OCG).

23320-04 (Cancelled delegation instruments and specimen signature cards) is not required, as instruments and cards covered by secondaries 23320-02 and 23320-03 are retained for a semi-active period of six years after they are cancelled.

The retention and final disposition guidelines specified in the attached amendment to the OCG *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

  
\_\_\_\_\_  
Records Analyst

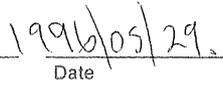
  
\_\_\_\_\_  
Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The amendments to this *Operational Records Classification System* have not resulted in any changes to the category of final disposition; they only affect the duration of semi-active retention. As a result, this amendment recommendation does not require archival appraisal.

  
\_\_\_\_\_  
Archivist

  
\_\_\_\_\_  
Date

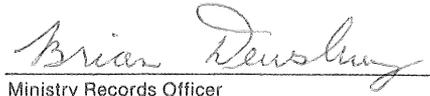
  
\_\_\_\_\_  
Manager, Appraisal & Acquisition Section

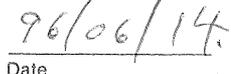
  
\_\_\_\_\_  
Date

The undersigned endorse the appraisals and recommendations:

~~Deputy Provincial Archivist~~

~~Date~~

  
\_\_\_\_\_  
Ministry Records Officer

  
\_\_\_\_\_  
Date



JAN 31 1996

Classification No.

123510

Accession No.

Not Applicable

RECORDS RETENTION AND DISPOSAL AUTHORITY

This is a recommendation to:  Authorize a one-time disposal of the records described below  Establish an ongoing Records Retention and Disposal Schedule  Amend an existing Records Schedule with Schedule No. 880967

Record Series, Subject Section, Records Classification System, or Application Title: Office of the Comptroller General Operational Records Classification System: amendment 1

Ministry: Ministry of Finance and Corporate Relations Division: Office of the Comptroller General Branch:

Description and Purpose:  Administrative  Operational  Both The purpose of this amendment is to change the semi-active retention for 24300-06 (Statements - income tax T4's - general - T4 books) from five years (5y) to forty-seven years (47y). For further descriptive information about these records, please refer to the attached schedule amendment.

Dates: 1960/01/01 ongoing Physical Format of Records: see attached schedule

Extent: n/a Cubic Metres No. of Pieces n/a

Have documents been microfilmed?  Yes  No Is the information in this record series recorded in any other form besides microfilm?  Yes (See Records Management Appraisal)  No

Recommended Retention:  Dispose immediately  Dispose on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  Dispose in accord with attached disposal instructions.  Scheduled in accord with attached Records Retention and Disposal Schedule.

Recommended Disposition:  Destruction  Full Retention by Archives  Selective Retention by Archives  Scheduled in accord with attached Records Retention and Disposal Schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS: [Signatures] Director, responsible for records Date Jan 23/96 [Signature] Corporate Executive Date Jan 9/96 Minister Date [Signature] Chairman PDC/Provincial Archivist Date FEB 28 1996

THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE: O.I.C. Number Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY ON AUG 13 1996 Date

OTHER STATUTORY APPROVALS: Signature Date Signature Date Title Title

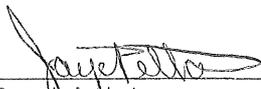
This appraisal documents the recommendation for active and semi-active retention periods.

Ministry contact, title, and telephone:

Malinda Gionet, Ministry Records Officer, 356-8076

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* amendment meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The Government Payment Services Branch, Office of the Comptroller General (OCG), is responsible for pay and tax deductions for all employees of the Province of British Columbia. The semi-active retention of five years is insufficient because it does not allow OCG to answer inquiries from employees or other agencies regarding prior earnings or employment history for individual employees after seven years. The active retention of calendar year plus two years (CY+2y) with the amended semi-active retention of forty-seven years (47y) ensures that these records are retained for fifty years. This period covers the longest possible period of an individual's employment with the provincial government, from ages sixteen to sixty-five, plus one year.

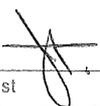
  
\_\_\_\_\_  
Records Analyst

1995 November 21  
\_\_\_\_\_  
Date

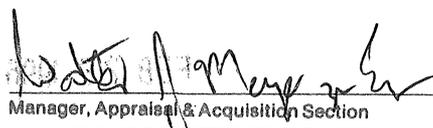
ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The amendments to this *Operational Records Classification System* primary have not resulted in any changes to the category of final disposition; they only affect the duration of semi-active retention. As a result, this amendment recommendation does not require archival appraisal.

  
\_\_\_\_\_  
Archivist

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Manager, Appraisal & Acquisition Section

95/11/22  
\_\_\_\_\_  
Date

The undersigned endorse the appraisals and recommendations:

~~\_\_\_\_\_  
Deputy Provincial Archivist~~

~~\_\_\_\_\_  
Date~~

\_\_\_\_\_  
Ministry Records Officer

\_\_\_\_\_  
Date



Schedule No.	880967
Accession No.	See <u>ORCS "Introduction" part 2.6.1 (c)</u>

**RECORDS RETENTION AND DISPOSAL AUTHORITY**

This is a recommendation to:  Authorize a one-time disposal of the records described below  
 Establish an ongoing Records Retention and Disposal Schedule  
 Amend an existing Records Schedule with Schedule No. \_\_\_\_\_

Record Series, Subject Section, Records Classification System, or Application Title:  
**Office of the Comptroller General Operational Records Classification System**

Ministry: **Ministry of Finance**  
 Division: **Office of the Comptroller General**  
 Branch:

Description and Purpose:  Administrative  Operational  Both  
**The Office of the Comptroller General Operational Records Classification System (ORCS) covers all operational records created, received, and maintained by the Office of the Comptroller General throughout the Province.**  
**These records document the provision of government accounting and reporting services, including maintenance of the General Ledger of the Province and the Public Accounts; the internal audit function; control of government expenditure from the consolidated revenue fund; delivery of the government's payroll; and the development and maintenance of financial management policies and procedures.**  
**For further descriptive information about these records, please refer to the attached executive summary.**

Dates: **from date ongoing** Physical Format of Records: **see attached schedule**

Extent: **29.5m<sup>3</sup>/year** Cubic Metres No. of Pieces **n/a**

Have documents been microfilmed?  Yes  No  
 Is the information in this record series recorded in any other form besides microfilm?  Yes (See Records Management Appraisal)  No

**Recommended Retention:**  
 Dispose immediately  Dispose on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 Dispose in accord with attached disposal instructions.  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

**Recommended Disposition:**  
 Destruction  Full Retention by Archives  Selective Retention by Archives  
 Scheduled in accord with attached Records Retention and Disposal Schedule.

**THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:**  
 **JUNE 27/90**  
 Director, Executive responsible for records Date  
  **9/1/92**  
 Deputy Minister/Corporate Executive Date  
  **28/2/91**  
 Minister Date  
**THE PUBLIC DOCUMENTS COMMITTEE CONCURS:**  
 **JAN 31 1991**  
 Chairman PDC/Provincial Archivist Date

**THE EXECUTIVE COUNCIL APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:**  
 O.I.C. Number \_\_\_\_\_ Date \_\_\_\_\_  
**THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE.**  
**APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY**  
 ON **JUN 29 1992**  
 Date

**OTHER STATUTORY APPROVALS:**

Signature _____	Date _____	Signature _____	Date _____
Title _____		Title _____	

This appraisal documents the recommendation for active and semi-active retention periods.  
 Ministry contact, title, and telephone: David Young, Acting MRO, Finance and Corporate Relations,  
 387-8125

These records are created and received under the authority of the Financial Administration Act (SBC 1981, c. 15), and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates are indicated under appropriate classification headings.

The retention and disposal guidelines specified in the attached Operational Records Classification System meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and disposal guidelines have been established in consultation with the Ministry Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

Upon approval of this ORCS, some primaries will replace and supersede ongoing records schedules. Primary 23310 replaces ongoing records schedule 002-84; primaries 24100 to 24999 replace 003-85; primaries 21180 to 21260 replace 87-0162; primaries 26100 to 26500 replace 0223/87; primaries 21630 to 21650 replace 87-0123; 23315 replaces 0430/87.

*Maureen Cassidy*  
 Records Analyst

Date 15 June 1990

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have archival values.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means a sampling, a percentage or statistical sample, or a selection based on recognized archival techniques. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that unnecessary duplicates, transitory materials, and ephemera may be discarded.

*Robert Dawson*  
 Archivist

Date Nov. 16/90

*Patricia Mayr*  
 Manager, Appraisal & Acquisition Section

Date 1990/06/20

The undersigned endorse the appraisals and recommendations:

*R. Ware*  
 Deputy Provincial Archivist

Date 1990 July 18

*[Signature]*  
 Ministry Records Officer

Date 90/11/16

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A            SA            FD

### SECTION 1

#### ACCOUNTS ADMINISTRATION

#### PRIMARY NUMBERS

21000 - 21999

Section 1 covers records relating to the provision of an accounting policy and interpretation service and the administration of an efficient and effective government accounting service. These functions are carried out in accordance with provisions of the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140). This includes records relating to: the development and issuance of accounting policies and interpretation or advice on application of the policies; the maintenance of the general ledger of the Province; the control of the government's chart of accounts; centralized budget and vote monitoring; and accounts administration.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility	VR = Vital Records	



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**21000 ACCOUNTS ADMINISTRATION - GENERAL**

Records not shown elsewhere in the accounts administration section which relate generally to the accounting policy and accounts administration. Includes correspondence and memoranda.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

NOTE: Information regarding superseded or obsolete classifications from the OCG - ORCS, 1992 Edition is located in appendices K and L.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

FR = The government archives will fully retain all policy and procedure files created by offices having responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

-01 General

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A            SA            FD

**21100 CENTRAL ACCOUNTS - GENERAL**

Records relating generally to the management of the central accounts of the government including accounting structures and processes not shown elsewhere in the central accounts primary block. Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

- |  |                                      |                                   |                             |                     |
|--|--------------------------------------|-----------------------------------|-----------------------------|---------------------|
| <p>-00    Policy and procedures</p> <p>-01    General</p> <p>-02    (superseded Jan. 1, 1999, use 21110-04)</p><br><p>-20    (superseded Jan. 1, 1999, use 21120-40)</p> <p>-30    (obsolete effective Jan. 1, 1999)</p> | <p>- OPR</p> <p>- <u>non-OPR</u></p> | <p><u>SO</u></p> <p><u>SO</u></p> | <p>5y</p> <p><u>nil</u></p> | <p>FR</p> <p>DE</p> |
|--|--------------------------------------|-----------------------------------|-----------------------------|---------------------|

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**21110 CENTRAL ACCOUNTS - GOVERNMENT ADMINISTRATION**

Records relating to the administration and maintenance of the Central accounts of the government including financial information or adjustments that capture or correct transactions. Includes correspondence, interest rate directives, inter-ministry closing balances, journal vouchers, memoranda, and US exchange directives.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y    3y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Accounting system access tracking		FY+1y	5y	DE
-03	Central accounts journal vouchers		FY+1y	5y	DE
-04	US Exchange and interest rate directives		FY+1y	5y	DE
-20	Balance forward case files (arrange by fiscal year)		FY+1y	5y	DE
-30	Fiscal year end and beginning case files (arrange by fiscal year)		FY+1y	5y	DE
-40	Inter-ministry closing balances and transactions case files (arrange by fiscal year and then numerically by chart of accounts ministry code)		FY+1y	5y	DE

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**21120 CENTRAL ACCOUNTS - CHART OF ACCOUNTS - CENTRAL**

Records relating to the establishment and maintenance of the government's Chart of Accounts. The Chart of Accounts provides the framework to consistently record financial activity for the financial statements of government. This primary also relates to the development, review, approval, and revision of the government's accounting structure so that organizational reporting structures provide accurate financial information, and the development of training materials for the Chart of Accounts. Includes fiscal year checklists, advice and recommendation correspondence, tables of account codes, Chart of Accounts reviews and related reports, correspondence, memoranda, and training materials related to the Chart of Accounts.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-03	(obsolete effective Jan. 1, 1999)				
-04	(obsolete effective Jan. 1, 1999)				
-05	(obsolete effective Jan. 1, 1999)				
-06	(obsolete effective Jan. 1, 1999)				
-07	(obsolete effective Jan. 1, 1999)				
-08	(obsolete effective Jan. 1, 1999)				
-09	(obsolete effective Jan. 1, 1999)				
-10	Chart of Accounts code file		SO	nil	DE

SO = when codes have been revised

(continued on next page)

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
21120 <u>CENTRAL ACCOUNTS - CHART OF ACCOUNTS - CENTRAL</u> (continued)			
-20 Chart of Accounts review case files (arrange chronologically by year of review)	SO	nil	DE
SO = when the information is no longer current			
-30 (obsolete effective Jan. 1, 1999)			
-40 Chart of Account training program case files (arrange alphabetically by program title)	SO	nil	DE
SO = when training program material has been revised			
NOTE: Includes training materials and revision suggestions.			

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**21125 CENTRAL ACCOUNTS - CHART OF ACCOUNTS - MINISTRIES**

Records relating to the establishment and maintenance of the ministry Chart of Accounts as a sub-set of the government's Chart of Accounts. The ministry Chart of Accounts provides the detailed framework to record individual ministry financial activity within the parameters defined by the government's Chart of Accounts. Includes fiscal year checklists, advice and recommendation correspondence, Chart of Accounts tables and related reports, and memoranda related to ministries.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-03	(obsolete effective Jan. 1, 1999)				
-04	(obsolete effective Jan. 1, 1999)				
-05	(superseded Jan. 1, 1999, combined with 21410-08)				
-06	(superseded Jan. 1, 1999, combined with 21120-10)				
-08	(superseded Jan. 1, 1999, combined with 21120-10)				
-09	(obsolete effective Jan. 1, 1999)				
-20	(obsolete effective Jan. 1, 1999)				
-30	(obsolete effective Jan. 1, 1999)				
-40	(superseded Jan. 1, 1999, combined with 21110-30)				

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A            SA            FD

**21150 CENTRAL ACCOUNTS - GENERAL LEDGER**

Records relating to the maintenance of the government's general ledger accounts and clearing accounts. The general ledger provides revenue, expenditure, asset and liability financial information for government and captures the detailed financial transactions for the government. It also provides historical financial information to support program management and control. Information in the general ledger is used to create the government's financial statements and reports. Includes correspondence, computer generated financial reports and working papers.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y    3y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	General Ledger Report Master reports		FY+1y	5y	DE
-20	(obsolete effective Nov. 1, 1997)				

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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	<u>A</u>	<u>SA</u>	<u>FD</u>		
<b>21410 <u>CENTRAL ACCOUNTS - BUDGET AND VOTE MONITORING</u></b>					
Records relating to the reconciliation monitoring of budget and financial information to confirm the accuracy of the government's budgetary provisions and their calendarization (calendar period apportionments of the fiscal year budget). Information is analyzed to monitor and report on budget expenditures and track transfers of funds between accounts. Includes ministry reports (e.g., form TBS 200), financial reports and/or records, special warrants, memoranda, correspondence, and working papers.					
Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:					
	FY+1y	3y	DE		
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:					
	<u>SO</u>	<u>nil</u>	DE		
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-03	(obsolete effective Jan. 1, 1999)				
-04	(obsolete effective Jan. 1, 1999)				
-05	(obsolete effective Jan. 1, 1999)				
-06	(obsolete effective Jan. 1, 1999)				
-07	Revenue budget		FY	7y	DE
	7y =	The seven year semi-active retention period ensures records will be available for operational, financial and audit purposes.			
-08	Vote monitoring reports		SO	nil	DE
	SO =	when new report is produced			
-09	Budget instructions		FY+2y	nil	DE
-10	Expenditure budget instructions		FY	7y	DE
	7y =	The seven year semi-active retention period ensures records will be available for operational, financial and audit purposes.			

(continued on next page)

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
21410 <u>CENTRAL ACCOUNTS - BUDGET AND VOTE MONITORING</u> (continued)			
-20 Budget working papers case files (arrange chronologically by fiscal year)	SO	nil	DE
-30 (obsolete effective Jan. 1, 1999)			
-40 Budget review case files (arrange alphabetically by review title)	FY	7y	SR

SO = when no longer consulted

7y = The seven year semi-active retention period ensures records will be available for operational, financial and audit purposes.

SR = The government archives will selectively retain budget review case files because of their evidential and informational values. The case files capture resource allocation and adjustment decisions.

The government archives will retain budget review case files that document significant budgetary revisions. Files which capture annual adjustments to the budgetary process will be destroyed. At the time of transfer to semi-active storage ministry staff will identify which files document significant budgetary revisions and will box files for retention separately from files to be destroyed.

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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			<u>A</u>	<u>SA</u>	<u>FD</u>
<b>21700 <u>ACCOUNTING POLICY RESEARCH - GENERAL</u></b>					
Records relating generally to the development and research of accounting policy not shown elsewhere in the accounting policy research primary block. Includes copies of accounting policy articles, correspondence, memoranda and reports.					
Unless otherwise specified below, the ministry OPR (Accounting Policy Research and Development) will retain these records for:			FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
-01	General	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-03	Accounting policy executive briefing note binder		SO	5y	FR

SO = when applicable policy has been superseded or revised

FR = The government archives will fully retain accounting policy executive briefing notes because of their significant evidential and informational values. These records summarize policy for keeping accounts throughout the government. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be destroyed.

NOTE: The combined active and semi-active retention period of eight years indicated throughout the accounting policy research primary block ensures records are available for ongoing accounting policy research development purposes.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility	VR = Vital Records	

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>21710 <u>ACCOUNTING POLICY RESEARCH - ACCOUNTING POLICY</u></b>				
<b><u>ADVICE AND INTERPRETATIONS</u></b>				
Records relating to the provision of advice, policy clarification, and recommendations on appropriate accounting policy and treatment of financial information for ministries, Crown corporations and agencies. Includes accounting policy advice and clarification letters and memoranda to clients, correspondence, requests for information, copies of background financial information, working papers and notes, and copies of the applicable accounting policies and practices.				
Unless otherwise specified below, the ministry OPR (Accounting Policy Research and Development) will retain these records for:		FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures			
				- OPR
		SO	5y	FR
				- <u>non-OPR</u>
		<u>SO</u>	<u>nil</u>	DE
-01	General			
-20	Accounting policy advice and interpretation case files (arrange alphabetically by client and then by policy title)	SO+3y	4y	DE

SO = when policy is revised or superseded

7y = The combined active and semi-active period of seven years ensures that advice provided to clients is available to monitor the client's application of the accounting policy.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
21720	<u>ACCOUNTING POLICY RESEARCH - POLICY AND PROCEDURE DEVELOPMENT</u> (continued)			
-20	Accounting policy research project case files (arrange alphabetically by policy title)	SO+3y	5y	SR
	SR = The government archives will selectively retain accounting policy research project case files for their evidential and informational values.			
	The government archives will retain files which document significant changes or new policies developed by OCG. At the time of transfer to semi-active storage, ministry staff will identify and box files for retention separately from files for destruction.			
-30	Accounting policy research work group case files (arrange alphabetically by policy title)	SO+3y	nil	DE
	SO = upon acceptance of policy, policy revision or the completion of the research project			
-40	Accounting standards research case files (arrange alphabetically by policy title)	SO+3y	nil	DE
	SO = upon acceptance of policy, policy revision or the completion of the research project			

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A            SA            FD

**21730 ACCOUNTING POLICY RESEARCH - PROJECTS - MAJOR DEVELOPMENTS**

Records relating to the development of accounting policy and financial guidelines for major projects being considered by government entities. Major projects are defined as government initiatives and accounting policy directions that have a significant impact on the province, or the way in which the government's finances are recorded and reported on. Includes accounting policy briefing notes and issue papers concerning project status and policy impacts, guidelines and research papers, working papers and business case analysis, draft policy documents, developed training materials, system requirements statements and user testing reports, agendas, minutes and reports, user manuals and training program materials respecting the developed automated systems.

Unless otherwise specified below, the ministry OPR (Accounting Policy Research and Development) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Project specific accounting policies		SO	5y	FR

SO = when policy is revised or superseded

FR = The government archives fully retain the original set of all project specific accounting policies for their significant evidential and informational values. These records document accounting policy directions that have a significant effect on the province's accounts. Draft and duplicate materials that hold insufficient value to merit preservation may be destroyed.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
21730	<u>ACCOUNTING POLICY RESEARCH - PROJECTS - MAJOR DEVELOPMENTS</u> (continued)			
-20	Project manager working case files (arrange alphabetically by project title)	SO+3y	5y	SR
	SO = upon completion or termination of the major development project			
	SR = The government archives will selectively retain these records for their evidential and informational values.			
	The government archives will retain files which document significant changes or new developments in accounting policy. At the time of transfer to semi-active storage ministry staff will identify files for retention and box them separately from files for destruction.			
-30	Accounting policy training programs and plans case files (arrange alphabetically by project title)	SO+3y	5y	DE
	SO = upon completion or termination of the major development project training programs			
-40	Accounting policy implementation planning and evaluation case files (arrange alphabetically by project title)	SO+3y	nil	DE
	SO = upon completion or termination of the major development implementation pilot project(s)			
-50	Notes, schedules and statement template case files (arrange alphabetically by project title)	SO+3y	nil	DE
	SO = upon completion or termination of the major development project			
-60	Accounting policy implementation pilot project case files (arrange alphabetically by project title)	SO+3y	nil	DE
	SO = upon completion or termination of the major development implementation pilot project			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
21730	<u>ACCOUNTING POLICY RESEARCH - PROJECTS - MAJOR DEVELOPMENTS</u> (continued)			
-70	System automation initiatives - user requirements case files (arrange alphabetically by project title)	SO+3y	nil	DE
	SO = upon completion or termination of the major development project			

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A            SA            FD

### SECTION 2

#### INTERNAL AUDIT SERVICES

#### PRIMARY NUMBERS

22000 - 22999

Section 2 covers records relating to the provision of an internal audit and management consulting service to government ministries, Crown corporations and agencies, in accordance with provisions of the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140). This includes records relating to: audit methodology, policy, and practice development; negotiating terms of agreements and appointment letters with clients; conducting audits and/or evaluations of client operations; assessing management's systems and/or control practices over operations to develop advice or recommendations to management; coordination with senior management regarding their responses and action plans respecting recommendations; and providing a consulting service to senior management on the appropriateness of their action plans respecting new programs or activities being studied.

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A            SA            FD

**22000 INTERNAL AUDIT SERVICES - GENERAL**

Records not shown elsewhere in the internal audit services section that relate generally to the internal audit function of strengthening efficient, effective and accountable provincial public sector operations. This is done by examining, evaluating and reporting on the adequacy of internal financial and management controls and compliance with legislative mandate and authorities. Includes correspondence, memoranda, program planning and status reports and copies of completed internal audit reports.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

NOTE: Information regarding superseded and obsolete classifications from the OCG - ORCS, 1992 Edition is located in appendices K and L.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

FR = The government archives will fully retain all policy and procedure files created by offices having responsibility for policy and procedure development and approval. These files have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

-01 General

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A            SA            FD

**22050 INTERNAL AUDIT SERVICES - POLICIES AND PRACTICES**

Records relating to developing and evaluating current and emerging audit techniques, skills, theories and best practices. Includes audit programs and/or technical manuals, journal articles and publications respecting new audit techniques, correspondence, evaluation working papers and reports, master sets of audit software packages and user manuals, memoranda, and new methodology development and evaluation reports.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

- |     |                                 |                  |           |            |    |
|-----|---------------------------------|------------------|-----------|------------|----|
| -00 | Policy and procedures           | - OPR            | SO        | 5y         | FR |
|     |                                 | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | DE |
| -01 | General                         |                  |           |            |    |
| -02 | Audit articles and publications |                  | SO        | nil        | DE |

SO = when no longer required for reference

- |     |                                  |  |    |    |    |
|-----|----------------------------------|--|----|----|----|
| -03 | Audit program guides and manuals |  | SO | 5y | DE |
|-----|----------------------------------|--|----|----|----|

SO = when the audit program is revised or no longer used

- |     |                                 |  |    |    |    |
|-----|---------------------------------|--|----|----|----|
| -04 | Audit software and user manuals |  | SO | 5y | DE |
|-----|---------------------------------|--|----|----|----|

SO = when the audit software has been superseded and is no longer used

NOTE: The master copies of software programs will be retained in the Audit and Evaluation Branch until final disposition.

- |     |                                    |  |    |    |    |
|-----|------------------------------------|--|----|----|----|
| -05 | Audit technical guides and manuals |  | SO | 5y | DE |
|-----|------------------------------------|--|----|----|----|

SO = when technical guide or manual is revised

- |     |                                     |  |    |    |    |
|-----|-------------------------------------|--|----|----|----|
| -06 | Audit quality assurance methodology |  | SO | 5y | DE |
|-----|-------------------------------------|--|----|----|----|

SO = upon implementation or rejection of the developed methodology

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22050	<u>INTERNAL AUDIT PROGRAM - POLICIES AND PRACTICES</u> (continued)			
-07	Audit quality assurance reports  SO = when the next quality assurance report is issued	SO	5y	DE
-20	Audit methodology development case files (arrange alphabetically by methodology title)  SO = upon implementation or rejection of the developed methodology	SO	5y	DE

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22100 <u>INTERNAL AUDIT SERVICES - RESPONSES TO THE OFFICE OF THE AUDITOR GENERAL</u></b>				
Records relating to corrective action taken in response to recommendations contained in reports issued by the Office of the Auditor General. Includes copies of the Auditor General reports, correspondence, follow-up status reports from government entities, management representation letters, and the consolidated response report to the Auditor General.				
Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:		FY+1y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures			
				- OPR
		<u>SO</u>	5y	FR
				- <u>non-OPR</u>
		<u>SO</u>	<u>nil</u>	DE
-01	General			
-02	Report of the Auditor General			
-03	Management representation letters	FY+1y	6y	SR

8y = The combined active and semi-active period of eight years ensures the records are available for operational and audit reference purposes.

SR = The government archives will selectively retain these records for their evidential and informational values.

The government archives will retain files which document significant action plans, responses or representations received from various government enterprises. Files which document minor corrective action plans may be destroyed. At the time of semi-active transfer ministry staff will box files to be retained separately from files for destruction.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
22100 <u>INTERNAL AUDIT SERVICES - RESPONSES TO THE OFFICE OF THE AUDITOR GENERAL</u> (continued)			
-04 Ministry, Crown corporation or agency responses	FY+1y	6y	FR
8y = The combined active and semi-active period of eight years ensures the records are available for operational and audit reference purposes.			
FR = The government archives will fully retain these records for their significant evidential and informational values. These records contain responses from ministries, Crown corporations and agencies to the Office of the Comptroller General regarding issues raised in the auditor general's reports. The Auditor General's reports frequently contain comments on audits carried out by the Internal Audit Branch of the Office of the Comptroller General.			
-05 Consolidated responses to the report of the Auditor General (as submitted to the Auditor General)	FY+1y	3y	FR
FR = The government archives will fully retain these records for their significant evidential and informational values. These records contain responses by the Office of the Comptroller General to issues raised in Auditor General's reports.			

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A            SA            FD

**22120 INTERNAL AUDIT SERVICES - PERFORMANCE MEASUREMENT AND REPORTING**

Records relating to measuring and reporting on the performance of the government's internal audit and management consulting service. Includes audit postmortem reports, client surveys and summary analysis, correspondence, financial and resource utilization reports, memoranda, periodic performance reports, summaries of audit recommendations made, and monitoring reports assessing the client's implementation action plans and progress.

For the Internal Audit Assignment Management System, see the Information Systems Overview section.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Annual performance report and analysis		FY+3y	5y	FR

9y = The combined active and semi-active period of nine years ensures the records are available for planning and reference requirements.

FR = The government archives will fully retain a copy of each annual performance report for its significant evidential and informational values. These reports contain an annual summary analysis of the government's internal audit and management consulting service.

-03	Audit post-mortem reports		FY+1y	5y	DE
-04	Audit post-mortem summary report		FY+3y	5y	DE

9y = The combined active and semi-active period of nine years ensures the records are available for planning and reference requirements.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22120 <u>INTERNAL AUDIT SERVICES - PERFORMANCE MEASUREMENT AND REPORTING</u> (continued)</b>				
-05	Client surveys and analysis files	FY+1y	5y	DE
-06	Client surveys summary report	FY+3y	5y	DE
	9y = The combined active and semi-active period of nine years ensures the records are available for planning and reference requirements.			
-07	Financial and full-time equivalent reports			
-08	Internal audit assignment management and performance analysis history file (electronic records)	FY+2y	7y	DE
	NOTE: May include CD-ROM, diskettes, or other electronic storage media.			
	10y = The combined active and semi-active retention period of ten years, allows for a two year active period and a seven year semi-active reference period. The combined nine years will ensure records are available for operational reference and monitoring requirements.			
	NOTE: The special media records will be retained on-site Audit and Evaluation Branch throughout the active and semi-active periods.			
-09	Monthly utilization reports			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22120	<u>INTERNAL AUDIT SERVICES - PERFORMANCE MEASUREMENT AND REPORTING</u> (continued)			
-40	Audit recommendations status case files (arrange numerically by client code)	FY+3y	5y	FR
	9y = The combined active and semi-active period of nine years ensures the records are available for planning and reference requirements.			
	FR = The government archives will fully retain the audit recommendations status case files for their significant evidential and informational values.			
	The audit recommendations status case files document improvements to government operations through implementation of the recommended course of action by clients.			
-50	Internal Audit Assignment Management System (IAAMS) (electronic database)	SO	nil	DE
	SO = when the function supported by the database is no longer performed by government			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22190 <u>INTERNAL AUDIT ASSIGNMENTS - GENERAL</u></b>					
Records relating to internal audit assignments not shown elsewhere in the internal audit assignments primary block. Includes correspondence, memoranda and client requests.					
Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:			FY+1y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

NOTE: Up to May 15, 1999, Internal Audit Branch assignments were given 5-digit codes. This coding system applies to audit assignment control. It consisted of the two digit ministry Chart of Accounts number, one digit indicating type of audit, and two digits identifying the subject audit unit.

Effective May 15, 1999, the assignment numbers expanded to 7-digit codes. The seven digit codes represent a two digit ministry Chart of Accounts number, two digits for the fiscal year, one digit indicating the audit type and two digits to identify the specific assignment.

NOTE: Throughout the Internal Audit Assignments primary block the combined active and semi-active retention period of seven years meets the primary financial, audit and operational requirements.

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A            SA            FD

**22210 INTERNAL AUDIT ASSIGNMENTS - COMPLIANCE AUDITS**

Records relating to the independent evaluations of client operations for compliance with laws, regulations, contract requirements, specific policies or procedures and the government's code of conduct. This primary also relates to claim audits, formerly classified in primary 22275. Includes audit reports, working papers, client corrective action plans, and correspondence.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

-20	Compliance audit projects case files (arrange numerically by assignment number)		SO	7y	DE
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SO = upon receipt of the client's reply to the compliance internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22210-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22210-40 (see below).

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week    m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22210 INTERNAL AUDIT ASSIGNMENTS - COMPLIANCE AUDITS</b> (continued)			
-30	Compliance audit project working papers case files (arrange numerically by assignment number)	SO	7y DE
	SO = upon receipt of the client's reply to the compliance internal audit report		
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22210-40.		
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22210-40 (see below).		
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.		
-40	Compliance audit project correspondence case files (arrange numerically by assignment number)	SO	7y FR
	SO = upon receipt of the client's reply to the compliance internal audit report		
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.		

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A            SA            FD

**22220 INTERNAL AUDIT ASSIGNMENTS - FINANCIAL AUDITS**

Records relating to evaluating the adequacy of a client's internal financial and monitoring controls to ensure the accuracy, integrity, completeness, reliability and utility of financial reports. Financial audits also evaluate the effect of changes in accounting rules and regulations on the client's financial systems and reports. Includes audit reports, working papers, client corrective action plans, and correspondence.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-20	Financial audit projects case files (arrange numerically by assignment number)		SO	7y	DE

SO = upon receipt of the client's reply to the financial internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22220-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22220-40 (see below).

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22220	<u>INTERNAL AUDIT ASSIGNMENTS - FINANCIAL AUDITS</u> (continued)			
-30	Financial audit project working papers case files (arrange numerically by assignment number)	SO	7y	DE
	SO = upon receipt of the client's reply to the financial internal audit report			
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22220-40.			
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22220-40 (see below).			
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.			
-40	Financial audit project correspondence case files (arrange numerically by assignment number)	SO	7y	FR
	SO = upon receipt of the client's reply to the financial internal audit report			
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.			

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OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**22230 INTERNAL AUDIT ASSIGNMENTS - OPERATIONAL AUDITS - PROCESSES AND CONTROLS**

Records relating to the evaluation of the client's internal operational controls and processes that support achievement of program goals and objectives. Operational processes and controls subject to evaluation may comprise: the client's internal policies, procedures and practices, strategic and business planning, financial management, human resource management, risk management, facilities management, and related monitoring and reporting activities. Includes audit reports, working papers, client corrective action plans, and correspondence.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

-20	Operational processes and controls audit project case files (arrange numerically by assignment number)		SO	7y	DE
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SO = upon receipt of the client's reply to the operational processes and controls internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22230-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22230-40 (see below).

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22230	<u>INTERNAL AUDIT ASSIGNMENTS - OPERATIONAL AUDITS PROCESSES AND CONTROLS</u> (continued)			
-30	Operational processes and controls audit project working papers case files (arrange numerically by assignment number)	SO	7y	DE
	SO = upon receipt of the client's reply to the operational processes and controls internal audit report			
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22230-40.			
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22230-40 (see below).			
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.			
-40	Operational processes and controls project correspondence case files (arrange numerically by assignment number)	SO	7y	FR
	SO = upon receipt of the client's reply to the operational processes and controls internal audit report			
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.			

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22240 <u>INTERNAL AUDIT ASSIGNMENTS - OPERATIONAL AUDITS - PERFORMANCE</u></b>				
Records relating to evaluating the effectiveness of a client's operational programs and practices towards achieving the mandated goals and objectives. Includes audit reports, working papers, client corrective action plans, and correspondence.				
Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:		FY+1y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures			
				- OPR
		<u>SO</u>	5y	FR
				- <u>non-OPR</u>
		<u>SO</u>	<u>nil</u>	DE
-01	General			
-20	Operational performance audit project case files (arrange numerically by assignment number)	SO	7y	DE

SO = upon receipt of the client's reply to the operational internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22240-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22240-40 (see below).

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		<u>A</u>	<u>SA</u>	<u>FD</u>
22240	<u>INTERNAL AUDIT ASSIGNMENTS - OPERATIONAL AUDITS - PERFORMANCE</u> (continued)			
-30	Operational performance audit project working papers case files (arrange numerically by assignment number)	SO	7y	DE
	SO = upon receipt of the client's reply to the operational internal audit report			
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22240-40.			
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22240-40 (see below).			
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.			
-40	Operational performance project correspondence case files (arrange numerically by assignment number)	SO	7y	FR
	SO = upon receipt of the client's reply to the operational internal audit report			
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.			

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A            SA            FD

**22250 INTERNAL AUDIT ASSIGNMENTS - SPECIAL INVESTIGATIONS**

Records relating to special investigations or audits of government operations performed outside the regular audit cycle due to unique circumstances, such as: cross-government Audit Committee recommendations, Comptroller General directive, or other circumstances that require independent review of a government operation. Includes audit reports, working papers, client corrective action plans, and correspondence.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Apr. 1, 1999)				

-20	Special investigations audit project case files (arrange numerically by assignment number)		SO	7y	DE
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SO = upon receipt of the client's reply to the special internal audit or investigation report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22250-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22250-40 (see below).

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22250 INTERNAL AUDIT ASSIGNMENTS - SPECIAL INVESTIGATIONS</b>			
<b><u>(INVESTIGATIONS (continued))</u></b>			
-30	Special investigations project working papers case files (arrange numerically by assignment number)	SO	7y DE
	SO = upon receipt of the client's reply to the special internal audit or investigation report		
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22250-40.		
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22250-40 (see below).		
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.		
-40	Special investigations project correspondence case files (arrange numerically by assignment number)	SO	7y FR
	SO = upon receipt of the client's reply to the special internal audit or investigation report		
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.		

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A            SA            FD

**22260 INTERNAL AUDIT ASSIGNMENTS - INFORMATION TECHNOLOGY AND SYSTEMS AUDITS**

Records relating to evaluations of: general information technology controls (e.g., physical security, disaster recovery, and access control); system security; existing business applications systems; new application systems development projects; improvements to existing applications; controls over local area networks; controls over personal computers usage; electronic data interchange; application change controls; major systems integration projects; information data management; data warehousing; and electronic commerce. The audits may address both the pre- and post- implementation appraisal and certification for clients of new systems and/or enhancement projects. Includes audit reports, working papers, client corrective action plans, and correspondence.

For financial management evaluations of systems development projects, see primary 25260.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

-20	Systems audit project case files (arrange numerically by assignment number)		SO	7y	DE
-----	--	--	----	----	----

SO = upon receipt of the client's reply to the systems internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22260-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22260-40 (see below).

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A            SA            FD

22260 INTERNAL AUDIT ASSIGNMENTS - INFORMATION TECHNOLOGY  
AND SYSTEMS AUDITS (continued)

-30    Systems audit project working papers case files            SO            7y            DE  
          (arrange numerically by assignment number)

SO = upon receipt of the client's reply to the systems internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22260-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22260-40 (see below).

NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.

-40    Systems audit project correspondence case files            SO            7y            FR  
          (arrange numerically by assignment number)

SO = upon receipt of the client's reply to the systems internal audit report

FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22270 INTERNAL AUDIT ASSIGNMENTS - INTEGRATED AUDITS</b>				
Records relating to operational audits that encompass a significant information technology component in the conduct of the overall evaluation for the clients. Includes audit reports, working papers, client corrective action plans, and correspondence.				
Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:		FY+1y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u> FR DE
-01	General			
-20	Integrated audit project case files (arrange numerically by assignment number)		SO	7y DE

SO = upon receipt of the client's reply to the integrated internal audit report

DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22270-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22270-40 (see below).

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22270 INTERNAL AUDIT ASSIGNMENTS - INTEGRATED AUDITS</b> (continued)			
-30	Integrated audit project working papers case files (arrange numerically by assignment number)	SO	7y DE
	SO = upon receipt of the client's reply to the integrated internal audit report		
	DE = These records can be destroyed as all audit reports resulting from audit projects, and responses to them, are retained under secondary 22270-40.		
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22270-40 (see below).		
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.		
-40	Integrated audit project correspondence case files (arrange numerically by assignment number)	SO	7y FR
	SO = upon receipt of the client's response to the integrated internal audit report		
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.		

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A            SA            FD

**22280 INTERNAL AUDIT ASSIGNMENTS - CONSULTING SERVICES**

Records relating to management consulting and advisory services provided in response to client requests. The consulting service may include an evaluation of any project and/or program the client identifies. Includes consulting service reports, working papers, client corrective action plans, and correspondence.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

-01    General

-20	Consulting project case files (arrange numerically by assignment number)		SO	7y	DE
-----	---	--	----	----	----

SO = upon receipt of the client's reply to consulting services report

DE = These records can be destroyed as all consulting service reports resulting from these projects, and responses to them, are retained under secondary 22280-40.

NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22280-40 (see below).

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PIB = Personal Information Bank	w = week    m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>22280 INTERNAL AUDIT ASSIGNMENTS - CONSULTING SERVICES</b> (continued)			
-30	Consulting service project working papers case files (arrange numerically by assignment number)	SO	7y DE
	SO = upon receipt of the client's reply to the consulting services report		
	DE = These records can be destroyed as all consulting service reports resulting from these projects, and responses to them, are retained under secondary 22280-40.		
	NOTE: When the correspondence file is kept with the working papers file, Office of the Comptroller General staff will remove the correspondence file and transfer it to off-site storage under secondary 22280-40 (see below).		
	NOTE: This secondary may include CD-ROM, diskettes and videocassettes. The special media records are retained on-site by the OPR throughout the active and semi-active periods.		
-40	Consulting service project correspondence case files (arrange numerically by assignment number)	SO	7y FR
	SO = when the client is no longer serviced by Audit and Evaluation Branch or has been consolidated with another client		
	FR = The government archives will fully retain all project correspondence files for their significant evidential and informational values. These files contain the final report for each audit as well as ministry or agency response to the report.		

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A            SA            FD

**22300 INTERNAL AUDIT ASSIGNMENTS - OTHER PROJECTS**

Records relating to projects concerning the audit function but not necessarily resulting in the issuance of an audit report (e.g., a review of a project to ensure set up and initial actions are in line with program mandates or directions). Includes project reports, working papers, and correspondence.

NOTE: When other project assignments result in a new internal audit assignment, reclassify in 22200, 22210, 22220, 22230, 22240, 22260, 22270, or 22280 depending upon type of assignment.

Unless otherwise specified below, the ministry OPR (Audit and Evaluation Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Apr. 1, 1999)		SO	NA	NA
-03	Appointment of Public Body Auditors (includes evaluation material, applicant proposal(s) and correspondence)		FY+1y	5y	DE

NOTE: These records capture reviews of an audit candidate's appointment pursuant to the *Financial Administration Act* (RSBC 1996, c. 138).

-20	Other completed project case files (arrange numerically by assignment number)		SO	7y	DE
-----	--	--	----	----	----

SO = upon receipt of the client's reply to the project assignment's report

DE = These records can be destroyed as all audit service reports resulting from these other projects, and responses to them, are retained under secondary 22300-40.

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A            SA            FD

SECTION 3

FINANCIAL OPERATIONS

PRIMARY NUMBERS

23000 - 23999

Section 3 covers records relating to the control of government financial transactions processed through the consolidated revenue fund and other special funds in accordance with provisions of the *Financial Administration Act* (RSBC 1996, c. 138) or the *Unclaimed Property Act* (SBC 1999, c. 48) and related regulations. This includes records relating to the coding of authorized suppliers; the inventory of all government cheques; the reporting of payment transactions through the Corporate Accounting System; the management of third party claims and/or garnishments; the reconciliation and balancing of bank and other accounts of the government; and the processing of payments to the entitled claimants of previously unclaimed money held on deposit by the government and other authorized organizations.

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A                      SA                      FD

23000 - FINANCIAL OPERATIONS - 23999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

23000 FINANCIAL OPERATIONS- GENERAL

- 23100 (obsolete)
- 23110 (obsolete)
- 23120 (obsolete)
- 23130 (obsolete)
- 23140 (obsolete)

23200 (superseded by 27100-20 CAS alert management case files, September 2002)

- 23300 (obsolete)
- 23310 (obsolete)
- 23315 (obsolete)
- 23320 (obsolete)
- 23330 (obsolete)

23370 FINANCIAL REPORTING

23400 PAYMENT INSTRUMENTS

- 23410 (obsolete)
- 23420 (obsolete)
- 23430 (obsolete)
- 23440 (obsolete)

23500 SUPPLIER CODING - GENERAL

- 23510 - CODE ALLOCATIONS
- 23520 (superseded by 27300 CORPORATE ACCOUNTING SYSTEM SUPPORT- DATA MANAGEMENT, September 2002)
- 23530 - CODE LISTING
- 23540 - ELECTRONIC FUNDS TRANSFERS

23600 LEGAL ENCUMBRANCES - GENERAL

- 23610 - SET-OFFS
- 23620 - STOP PAYS

(continued on next page)

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	<u>A</u>	<u>SA</u>	<u>FD</u>
23640	BANK ACCOUNT RECONCILIATION		
23650			(obsolete)
23660			(obsolete)
23670			(obsolete)
23680			(obsolete)
23690			(obsolete)
23700	UNCLAIMED PROPERTY- GENERAL		
23710			- MEASUREMENT AND MONITORING
23720			- MINISTRY OF THE ATTORNEY GENERAL
23730			- MINISTRY OF FINANCE AND CORPORATE RELATIONS
23740			- PUBLIC GUARDIAN AND TRUSTEE [OF BRITISH COLUMBIA]
23750			- EMPLOYMENT STANDARDS ACT
23760			- MUNICIPAL ACT
23770			- RAILWAY ACT
23780			- REAL ESTATE ACT
23790			- UNREMITTED FUNDS
23800			- VOLUNTARY REMITTANCES

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A            SA            FD

**23000 FINANCIAL OPERATIONS - GENERAL**

Records not shown elsewhere in the financial operations section which relate generally to the administration and monitoring of financial transactions and disbursements processing. Includes reports, correspondence and memoranda.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

NOTE: Information regarding superseded and obsolete classifications from the *OCG ORCS*, 1992 Edition is located in appendices K and L.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

FR = The government archives will fully retain policy and procedure files created by offices having responsibility for policy and procedure development and approval. These records have evidential value.

-01 General

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A            SA            FD

**23370 FINANCIAL REPORTING**

Records relating to the production and distribution of reports showing accounting transactions, balances, batch status and other financial information regarding the consolidated revenue fund. Includes detailed transaction reports, working papers, payment processing reports, correspondence and memoranda.

For the Corporate Accounting System (CAS) Oracle database, see the information system overview (ISO) section.

For the CAS Open Data Exchange (CODE), see the ISO section.

For the CAS web site, see primary 27000.

For system activity, exception and maintenance reports (i.e., non-financial reports), see primary 27300.

For the T4A System, see the ISO section.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Financial report distribution table		SO	nil	DE
-03	(obsolete, September 2002)				
-04	Short term financial reports		SO	nil	DE
	(electronic records)				
	(covers transfer files to and from clients, BC Mail, or the Provincial Treasury)				
	(includes invoices, cheques, statements, electronic fund transfers)				
	(arrange by report number or name)				

NOTE: Transfer files are a type of short term financial report; they are financial data files routinely created by various databases, including CAS Oracle, CODE, and the T4A system. Files may be requested by clients or may be automatically created and transferred at regular intervals.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23370	<u>FINANCIAL REPORTING</u> (continued)			
-20	Financial report case files (paper and electronic records) (covers output reports from CAS Oracle and CODE) (arrange chronologically by fiscal year and then numerically by report number and ministry code)	FY+1y	5y	DE
7y =	The retention is based on the six-year limitation period under the Limitation Act (RSBC 1996, c. 266, s. 3).			
NOTE:	Paper reports for which no electronic version exists must not be destroyed until after its semi-active period.			
NOTE:	During the semi-active retention period, the electronic records may be migrated to a suitable storage media or file.			
-30	(superseded by 23370-20 Financial report case files, September 2002)			

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PIB =	Personal Information Bank	w =	week	m =	month	FR =	Full Retention
PUR =	Public Use Records	y =	year	FOI =	Freedom of Information/Privacy		
OPR =	Office of Primary Responsibility			VR =	Vital Records		

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A            SA            FD

**23400 PAYMENT INSTRUMENTS**

Records relating generally to the inventory and control of cheques and of authorized signatures, as well as the tracking of the government payment process, including cheques and electronic payments.. Includes reports, correspondence and memoranda.

For the Corporate Accounting System (CAS) Oracle database, see the information system overview (ISO) section.  
For supplier coding electronic funds transfers, see primary 23540.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Authorized signatures control (paper and electronic records) (includes standard cheques signing matrix) (arrange by ministry)		SO	nil	DE

NOTE: Actual electronic signatures are held by BC Mail Plus and are administered by the Provincial Treasury.

-03	Cheque stock control (paper and electronic records) (includes Queen's Printer printing requests, receipts, cheque logs [including destroyed cheques], the stock inventory control spreadsheet and inventory records) (arrange by cheque type or by record type [e.g., requests, receipts])				
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-04	Payment reports (paper and electronic records) (includes payment registers, logs and cheque production reports) (arrange by report number or name)				
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NOTE: These reports are not held for seven years because they are used only for reference purposes and are reproducible by CAS at anytime.

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A            SA            FD

**23500 SUPPLIER CODING - GENERAL**

Records relating generally to assigning supplier codes not shown elsewhere in the supplier coding primary block. Supplier codes show payments and stop pays to payees (suppliers) and are tracked and monitored by the Corporate Accounting System (CAS) Oracle Purchasing sub-system. Includes reports, correspondence and memoranda.

For the CAS Oracle database, see the information system overview (ISO) section.

For coding instructions to ministries, see primary 27500.

For tracking and monitoring of suppliers and supplier codes, see primary 27300.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	(superseded by 27500 Training and User Documentation, September 2002)				
-03	(obsolete, September 2002)				
-06	(superseded by 23510-20 Supplier research case files, September 2002)				
-07	(superseded by 27300-03 Exception and maintenance reports, September 2002)				
-20	(superseded by CAS Oracle ISO, September 2002)				
-30	(superseded by 27300-60 Supplier data case files, September 2002)				

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A            SA            FD

**23510 SUPPLIER CODING - CODE ALLOCATIONS**

Records relating to allocating supplier codes that are captured in the supplier code list maintained in the Corporate Accounting System (CAS) Oracle Financials Purchasing database. Includes coding lists, printouts, correction notices, reports, correspondence and memoranda.

For the CAS Oracle database, see the information system overview (ISO) section.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General		FY	2y	DE
-03	Municipality code lists		SO	nil	DE

SO = when municipality code is altered

-04 (superseded by 27300-02 Change requests and reports, September 2002)  
 -05 (superseded by 27300-02 Change requests and reports, September 2002)

-20	Supplier research case files (covers research into supplier names, codes or other supplier information) (includes emails requesting research into a supplier and responses) (arrange chronologically or by category)		SO	nil	DE
-----	---	--	----	-----	----

NOTE: Category codes are used when the research involves a number of suppliers related to a single client (e.g., Pharmacare and health authorities) or type of supplier (e.g., Block Vendors – groups of vendors related to projects and programs).

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A            SA            FD

**23530 SUPPLIER CODING - CODE LISTING**

Records relating to the listing of supplier codes allocated to payees of government funds based on the supplier code. Supplier codes lists are produced by Corporate Accounting System (CAS) Oracle Purchasing and are listed in multiple ways including alphabetically by recipient, chronologically by year, and numerically by code. Master listings are made after an annual purge. Includes master code lists (fiche and computer printouts), reports, correspondence and memoranda.

For the CAS Oracle Purchasing database, see the information system overview (ISO) section.

For other CAS financial reports, see primary 23370.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Alphabetical supplier list (microfiche and electronic records) (arrange chronologically by year)		FY+1y	6y	FR

8y = The combined active and semi-active retention period of eight years meets the primary financial, audit and operational requirements.

FR = The government archives will fully retain one microfiche set of the alphabetical supplier listing each year. These records cross reference all suppliers of goods and services to the government to their respective codes and to government programs.

NOTE: The electronic records may be retained during all or part of the semi-active retention period.

-03 (obsolete effective Mar. 31, 1999)  
(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23530	<u>SUPPLIER CODING - CODE LISTING</u> (continued)			

-04	Supplier code master list (electronic records)	SO+7y	nil	DE
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SO = when annual purge of suppliers' code numbers not used for 24 months is completed

7y = The combined active and semi-active retention period of seven years meets the primary financial, audit, and operational requirements.

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A            SA            FD

**23540 SUPPLIER CODING - ELECTRONIC FUNDS TRANSFERS**

Records relating to the set up and maintenance of electronic funds transfer (EFT) and electronic data interchange (EDI) payments for suppliers. Includes electronic direct deposit applications, supplier bank account information and reports, change requests, correspondence and memoranda.

For bank account information respecting processing of financial payments via EFT facilities, see primary 23420.  
For the Corporate Accounting System (CAS) Oracle database, see the information system overview (ISO) section.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

- |     |   |                  |           |            |           |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures   | - OPR            | <u>SO</u> | 5y         | FR        |
|     |   | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General   |                  |           |            |           |
| -03 | (obsolete effective September 2002, last records produced March 1998) |                  |           |            |           |
| -04 | (obsolete effective September 2002, last records produced March 1998) |                  |           |            |           |

- |     |     |  |           |    |    |
|-----|-----|--|-----------|----|----|
| PIB | -20 | Direct deposit maintenance case files<br>(includes direct deposit and electronic data interchange application forms)<br>(arrange by client, then by entry date, except for EDI suppliers, which are kept in a separate file) | <u>SO</u> | 7y | DE |
|-----|-----|--|-----------|----|----|

SO = when supplier is no longer active

7y = The retention is based on the six-year limitation period under the Limitation Act (RSBC 1996, c. 266, s. 3).

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- |  |                       |                                      |
|--|-----------------------|--------------------------------------|
| A = Active                             | CY = Calendar Year    | SO = Superseded or Obsolete          |
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| FD = Final Disposition                 | NA = Not Applicable   | SR = Selective Retention             |
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A            SA            FD

**23600 LEGAL ENCUMBRANCES - GENERAL**

Records relating generally to the administration of legal encumbrances or set-off of claims not shown elsewhere in the legal encumbrances primary block. Legal encumbrances and set-offs are required to return or redirect to the government, funds owed by individuals to the government. Includes legal encumbrance papers and documents; garnishees and set-offs control log; financial status or payroll reports such as: CABCP368, MPDV, CABCP367A, BCAP02DA, GARNIS RX, and GARNIS; correspondence and memoranda.

NOTE: Throughout the legal encumbrances primary block the combined active and semi-active retention period of eight years meets the primary financial, audit and operational requirements.

Unless otherwise specified below, the ministry OPR (Legal Encumbrance Branch) will retain these records for:

FY+1y    3y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Pay diversion lists		FY+1y	6y	DE
-03	Legal encumbrances, garnishees or set-offs control log		SO	7y	DE
	SO = when encumbrances, garnishees or set-offs have been satisfied				
-04	Payments log report		SO	7y	DE
	SO = when encumbrances have been satisfied				
-05	Bi-weekly payroll reconciliation		FY+1y	6y	DE
-06	Monthly general ledger account reconciliation		FY+1y	6y	DE
-07	Payment register (CABCP368) (MPDV)		FY+1y	6y	DE
-08	Possibilities report (CABCP367A)				
-09	Invoice group (BCAP02DA) (MPDV)		FY+1y	6y	DE
-10	Garnis RX report				
-11	Garnis off cycle report				

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**23610 LEGAL ENCUMBRANCES - SET-OFFS**

Records relating to the settlement of debts owed to the province or other government bodies by the redirecting of the funds back to the government body that is owed the funds. Funds may also be redirected when an overpayment has been made by the government to the named party or a monetary advance provided to the named party has not been repaid or accounted for in accordance with section 38 of the *Financial Administration Act* (RSBC 1996, c. 138). Includes Family Maintenance Enforcement Notices of Attachment, written inquiries, copies of request for set-off or settlement notices, status and reconciliation reports, registered letter receipts, remittance letters, Comptroller General approvals of debt settlement action, copies of vouchers for cheques issued or released funds in settlement of the set-off demand, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Legal Encumbrance Branch) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	(superseded Apr. 1, 1999, use 23610-20)				
-03	Set-off inquiries		FY+1y	6y	DE
-20	Set-off case files (arrange numerically by case number and then alphabetically by name of payee)		SO+1y	6y	DE

SO = upon the end of the calendar year in which the legal encumbrance is satisfied

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A            SA            FD

**23640 BANK ACCOUNT RECONCILIATION**

Records relating to the administration of provincial government bank account reconciliations. Provincial government bank accounts are reconciled monthly through the Bank Reconciliation System (BRS). Reconciliation involves matching bank payments with the issued cheques.

Matched cheques are cheques issued by clients that have been paid, reversed or stopped. Unmatched cheques have not yet been paid, reversed or stopped, and they remain active until they are matched. Historical lists of the matched cheques are maintained in monthly batches, and all current unmatched cheques are also listed monthly.

Record types include reports, bank statements, correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the BRS database, see the information system overview section.

Unless otherwise specified below, the ministry OPR (Production Services) will retain these records for:

FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	(obsolete effective Apr. 1, 1999)				
-03	Bank reconciliation system input/output history (electronic records) (includes a copy of all inputs, exception reports and maintenance lists)		6m	nil	DE

NOTE: The input/output history is a table maintained within the BRS database.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23640 <u>BANK ACCOUNT RECONCILIATION</u> (continued)				
-04	Matched cheque list (electronic records) (arrange by month)	FY+1y	5y	DE
	7y = The retention is based on the six-year limitation period under the Limitation Act (RSBC 1996, c. 266, s. 3).			
	NOTE: The matched cheque list is copied to CD ROM for storage.			
-05	Unmatched cheque list (paper and electronic records)	SO	nil	DE
	SO = when the information has been duplicated in a new list or when all the cheques in a ledger or electronic file have been matched			
	NOTE: Every fiscal year, the current unmatched cheque list is copied to a CD ROM. This new list supersedes the old list.			
-20	Bank account reconciliation case files (paper and electronic records) (includes bank statements and advices, bank reconciliation system reports, extracts from general ledger reports, journal vouchers, reconciliation working papers, error/exception reports, and adjustments for outstanding cheques) (arrange by name of account)	FY+1y	5y	DE
	7y = The retention is based on the six-year limitation period under the Limitation Act (RSBC 1996, c. 266, s. 3).			
	NOTE: During the semi-active retention period, the electronic records may be migrated to a storage media or file.			
-30	Cheque case files (electronic records) (covers all cheques issued by clients) (arrange by cheque number)	SO	nil	DE
	SO = when the cheque is matched (i.e., has been paid, reversed or stopped) plus 180 days			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23700 UNCLAIMED PROPERTY - GENERAL</b>				
Records relating generally to the administration of unclaimed Property in accordance with provisions of the <i>Unclaimed Property Act</i> (SBC 1999, c. 48) and related regulations, not shown elsewhere in the unclaimed property primary block. Includes reports on the disposition of unclaimed property, correspondence and memoranda.				
Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:		FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures			
				- OPR
		<u>SO</u>	5y	FR
				- <u>non-OPR</u>
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Unclaimed property correspondence and reports			
-03	Unclaimed Money Report	FY+1y	6y	FR

7y = The combined active and semi-active retention period of eight years meets the primary financial, audit and operational requirements.

FR = The government archives will fully retain a copy of the annual Unclaimed Money Report for its significant evidential and informational value. The Unclaimed Money Report provides a summary of all unclaimed funds.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23710 UNCLAIMED PROPERTY - MEASUREMENT AND MONITORING</b>				
Records relating to measuring, monitoring and reporting on the administration of unclaimed property by the Unclaimed Property Office and authorized holders of unclaimed property. Includes holder monitoring summary reports, program effectiveness statistics, program efficiency measures, program monitoring reports, correspondence and memoranda.				
Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:		FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Unclaimed property performance correspondence and reports			
NOTE: Secondary -02 may include copies of notices and status reports on holder's unclaimed money deposits.				
-04	Unclaimed property claimant processing results	FY+1y	5y	DE
-05	Unclaimed property holder monitoring results	FY+1y	5y	DE
-06	Unclaimed property program effectiveness measures	FY+1y	5y	DE
-07	Unclaimed property program efficiency measures	FY+1y	5y	DE

7y = The combined active and semi-active retention period of seven years meets the primary financial, audit and operational requirements.

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A            SA            FD

23720 UNCLAIMED PROPERTY - MINISTRY OF THE ATTORNEY  
GENERAL

Records related to unclaimed suitors funds, inmate funds, and money held on deposit in accordance with the *Debt Collection Act (RSBC 1996, c. 92)*. Includes claim confirmation and verification reports, copies of deposit account information and supporting documents, ministry deposit reports, ministry monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:            FY+1y            3y            DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:            SO            nil            DE

- |     |   |                  |           |            |           |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures                                   | - OPR            | SO        | 5y         | FR        |
|     |   | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General   |                  |           |            |           |
| -02 | Ministry of Attorney General correspondence and reports |                  | FY+2y     | 4y         | DE        |

NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.

- |     |  |  |       |    |    |
|-----|--|--|-------|----|----|
| -05 | Ministry of Attorney General monitoring and reporting (includes copies of the Ministry of Attorney General annual report of unclaimed property deposits) |  | FY+2y | 4y | FR |
|-----|--|--|-------|----|----|

FR = The government archives will fully retain a copy of the Ministry of Attorney General's annual report on the unclaimed property deposits for its significant evidential and informational value. These records summarize on an annual basis all funds held by the Ministry of Attorney General owing to unclaimed property owners.

NOTE: The Ministry of Attorney General's annual report can be boxed and transferred for retention along with annual unclaimed money reports (secondary 23700-03), which are designated for full retention.

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- |  |                       |                                      |
|--|-----------------------|--------------------------------------|
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		<u>A</u>	<u>SA</u>	<u>FD</u>	
<b>23720 UNCLAIMED PROPERTY - MINISTRY OF THE ATTORNEY</b>					
<b><u>GENERAL</u> (continued)</b>					
PIB	-30	Attorney General's property/claimant case files - under \$1,000 (arrange numerically by property identification number)	SO+1y	5y	DE
		SO =	when claim has been satisfied		
		6y =	The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.		
PIB	-40	Attorney General's property/claimant case files - \$1,000 to \$25,000 (arrange numerically by property identification number)	SO+1y	9y	FR
		SO =	when claim has been satisfied		
		10y =	The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.		
		FR =	The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.		

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			<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23720 UNCLAIMED PROPERTY - MINISTRY OF THE ATTORNEY</b>					
<b><u>GENERAL</u> (continued)</b>					
PIB	-50	Attorney General's property/claimant case files - \$25,000 or more (arrange numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23730 <u>UNCLAIMED PROPERTY - MINISTRY OF FINANCE AND CORPORATE RELATIONS</u> (continued)</b>					
PIB	-30	Ministry of Finance and Corporate Relations property/claimant case files - under \$1,000 (arrange numerically by property identification number)	SO+1y	5y	DE
		SO = when claim has been satisfied			
		6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40	Ministry of Finance and Corporate Relations property/claimant case files - \$1,000 to \$25,000 (arrange numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23730	<u>UNCLAIMED PROPERTY - MINISTRY OF FINANCE AND CORPORATE RELATIONS</u> (continued)				
PIB	-50	Ministry of Finance and Corporate Relations property/claimant case files - \$25,000 or more (arrange numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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			<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23740 UNCLAIMED PROPERTY - PUBLIC GUARDIAN AND TRUSTEE [OF BRITISH COLUMBIA] (continued)</b>					
PIB	-30	Public guardian and trustee property/claimant case files - under \$1,000 (arrange numerically by property identification number)	SO+1y	5y	DE
		SO = when claim has been satisfied			
		6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40	Public guardian and trustee property/claimant case files - \$1,000 to \$25,000 (arrange numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23740	<u>UNCLAIMED PROPERTY - PUBLIC GUARDIAN AND TRUSTEE [OF BRITISH COLUMBIA]</u> (continued)				
PIB	-50	Public Trustee property/claimant case files - \$25,000 or more (arrange numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23750 UNCLAIMED PROPERTY - EMPLOYMENT STANDARDS ACT</b>				
Records relating to money held on deposit in accordance with the <i>Employment Standards Act</i> , (RSBC 1996, c. 113, s. 19). Includes claim confirmation and verification reports, copies of deposit account information and supporting records, ministry deposit reports, ministry monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.				
Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:				
		FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Employment standards correspondence and reports	FY+2y	4y	DE
NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.				
-05	Employment Standards Act monitoring and reporting (includes copies of the Ministry of Labour's unclaimed property deposits)	FY+2y	4y	FR
FR = The government archives will fully retain a copy of the <i>Employment Standards Act</i> annual report on the unclaimed property deposits for its significant evidential and informational value. These records summarize on an annual basis all funds held by the Ministry of Labour owing to unclaimed property holders.				
PIB	-30 Employment Standards property/claimant case files - under \$1,000 (arrange numerically by property identification number)	SO+1y	5y	DE
SO = when claim has been satisfied				
6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.				

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23750	<u>UNCLAIMED PROPERTY - EMPLOYMENT STANDARDS ACT</u> (continued)				
PIB	-40	Employment Standards property/claimant case files - \$1,000 to \$25,000 (arrange numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			
PIB	-50	Employment Standards property/claimant case files - \$25,000 or more (arrange numerically by property identification number)	SO+1y	29y	FR
		SO = when claim has been satisfied			
		30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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23760 UNCLAIMED PROPERTY - MUNICIPAL ACT A      SA      FD

Records relating to reimbursement of funds held by municipal authorities to unclaimed property holders. Moneys are held on deposit in accordance with the *Municipal Act*, (RSBC 1996, c. 323, s. 416). Includes claim confirmation and verification reports, copies of deposit account information and supporting records, municipal authority deposit reports, municipal authority monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for: FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO      nil      DE

- |     |   |                  |           |            |           |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures                       | - OPR            | SO        | 5y         | FR        |
|     |   | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General                                     |                  |           |            |           |
| -02 | Municipal holder correspondence and reports |                  | FY+2y     | 4y         | DE        |

NOTE: Secondary -02 may include instructions to the authorized holders and/or reports that clarify details concerning the municipality's unclaimed deposits.

- |     |   |  |       |    |    |
|-----|---|--|-------|----|----|
| -20 | Municipal Act monitoring and reporting case files<br>(includes copies of each municipality's annual report of unclaimed property deposits)<br>(arrange alphabetically by municipality name) |  | FY+2y | 4y | SR |
|-----|---|--|-------|----|----|

SR = The government archives will selectively retain these records for their significant evidential and informational value. The records will be selected by retaining a copy of each authorized holder's annual report on unclaimed property deposits in its possession. At the time of transfer to semi-active storage, Office of the Comptroller General staff will box records for retention separately from records for destruction.

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- |  |                       |                                      |
|--|-----------------------|--------------------------------------|
| A = Active                             | CY = Calendar Year    | SO = Superseded or Obsolete          |
| SA = Semi-active                       | FY = Fiscal Year      | DE = Destruction                     |
| FD = Final Disposition                 | NA = Not Applicable   | SR = Selective Retention             |
| PIB = Personal Information Bank        | w = week    m = month | FR = Full Retention                  |
| PUR = Public Use Records               | y = year              | FOI = Freedom of Information/Privacy |
| OPR = Office of Primary Responsibility |                       | VR = Vital Records                   |

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
23760 <u>UNCLAIMED PROPERTY - MUNICIPAL ACT</u> (continued)					
PIB	-30	Municipal Act property/claimant case files - under \$1,000 (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	5y	DE
SO = when claim has been satisfied					
6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.					
PIB	-40	Municipal Act property/claimant case files - \$1,000 to \$25,000 (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	9y	FR
SO = when claim has been satisfied					
10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.					
FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.					

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23760	<u>UNCLAIMED PROPERTY - MUNICIPAL ACT</u> (continued)				
PIB	-50	Municipal Act property/claimant case files - \$25,000 or more (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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A =	Active	CY =	Calendar Year	SO =	Superseded or Obsolete
SA =	Semi-active	FY =	Fiscal Year	DE =	Destruction
FD =	Final Disposition	NA =	Not Applicable	SR =	Selective Retention
PIB =	Personal Information Bank	w =	week m = month	FR =	Full Retention
PUR =	Public Use Records	y =	year	FOI =	Freedom of Information/Privacy
OPR =	Office of Primary Responsibility			VR =	Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**23770 UNCLAIMED PROPERTY - RAILWAY ACT**

Records relating to money held on deposit in accordance with the *Railway Act*, (RSBC 1996, c. 395, s. 232). Includes claim confirmation and verification reports, copies of deposit account information and supporting records, railway company or authority deposit reports, railway company or authority monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

- |     |  |                  |           |            |           |
|-----|--|------------------|-----------|------------|-----------|
| -00 | Policy and procedures                        | - OPR            | <u>SO</u> | 5y         | FR        |
|     |  | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General                                      |                  |           |            |           |
| -02 | Railway companies correspondence and reports |                  | FY+2y     | 4y         | DE        |

NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.

- |     |   |  |       |    |    |
|-----|---|--|-------|----|----|
| -20 | Railway companies monitoring and reporting case files<br>(includes copies of each authorized holder's annual report of unclaimed property deposits)<br>(arrange alphabetically by railway company name) |  | FY+2y | 4y | SR |
|-----|---|--|-------|----|----|

SR = The government archives will selectively retain these records for their significant evidential and informational values. The records will be selected by retaining a copy of each authorized holder's annual report on the unclaimed property deposits in its possession. At the time of transfer to semi-active storage, Office of the Comptroller General staff will box records for retention separately from records for destruction.

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- |  |                       |                                      |
|--|-----------------------|--------------------------------------|
| A = Active                             | CY = Calendar Year    | SO = Superseded or Obsolete          |
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| OPR = Office of Primary Responsibility |                       | VR = Vital Records                   |

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
<b>23770 <u>UNCLAIMED PROPERTY - RAILWAY ACT</u> (continued)</b>					
PIB	-30	Railway Act property/claimant case files - under \$1,000 (arrange alphabetically by holder name and then numerically by property identification number)	SO+1y	5y	DE
		SO = when claim has been satisfied			
		6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40	Railway Act property/claimant case files - \$1,000 to \$25,000 (arrange alphabetically by holder name and then numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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OPR = Office of Primary Responsibility		VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23770		<u>UNCLAIMED PROPERTY - RAILWAY ACT</u> (continued)			

PIB	-50	Railway Act property/claimant case files - \$25,000 or more (arrange alphabetically by holder name then numerically by property identification number)	SO+1y	29y	FR
-----	-----	---	-------	-----	----

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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A            SA            FD

**23780 UNCLAIMED PROPERTY - REAL ESTATE ACT**

Records relating to money held on deposit in accordance with the *Real Estate Act*, (RSBC 1996, c. 397, s. 16 and s. 17). Includes claim confirmation and verification reports, copies of deposit account information and supporting records, land titles registry office deposit reports, land titles registry office monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for: FY+1y    3y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO        nil        DE

- |     |  |                  |           |            |           |
|-----|--|------------------|-----------|------------|-----------|
| -00 | Policy and procedures                        | - OPR            | SO        | 5y         | FR        |
|     |  | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General                                      |                  |           |            |           |
| -02 | Real estate firms correspondence and reports |                  | FY+2y     | 4y         | DE        |

NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.

- |     |   |  |       |    |    |
|-----|---|--|-------|----|----|
| -20 | Real estate firms monitoring and reporting case files<br>(arrange alphabetically by real estate company name)<br>(includes copies of each authorized holder's annual report of unclaimed property deposits) |  | FY+2y | 4y | SR |
|-----|---|--|-------|----|----|

SR = The government archives will selectively retain these records for their significant evidential and informational values. The records will be selected by retaining a copy each authorized holder's annual report on the unclaimed property deposits in its possession. At the time of transfer to semi-active storage, Office of the Comptroller General staff will box files for retention separately from files for destruction.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
23780	<u>UNCLAIMED PROPERTY - REAL ESTATE ACT</u> (continued)			
PIB	-30 Real estate property/claimant case files - under \$1,000 (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	5y	DE
	SO = when claim has been satisfied			
	6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40 Real estate property/claimant case files - \$1,000 to \$25,000 (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	9y	FR
	SO = when claim has been satisfied			
	10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
	FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23780	<u>UNCLAIMED PROPERTY - REAL ESTATE ACT</u> (continued)				
PIB	-50	Real estate property/claimant case files - \$25,000 or more (arrange alphabetically by source holder, then numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>23790 UNCLAIMED PROPERTY - UNREMITTED FUNDS</b>				
Records relating to the transfer of owners' names of funds held by private holders for posting on the Unclaimed Property Office web site. Includes claim inquiries, holder monitoring and follow-up reports, correspondence and memoranda.				
Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for:		FY+1y	3y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	SO	5y	FR
		- OPR		
		- <u>non-OPR</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Unclaimed property correspondence and reports	FY+2y	4y	DE

NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.

-20	Unclaimed property authorized holder monitoring and reporting case files (includes copies of each authorized holder's owners list) (arrange alphabetically by holders name)	FY+2y	4y	SR
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SR = The government archives will selectively retain these records for their significant evidential and informational value. The records will be selected by retaining a copy of each authorized holder's annual report on the unclaimed property deposits in its possession. At the time of transfer to semi-active storage, Office of the Comptroller General staff will box records for retention separately from records for destruction.

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23790 <u>UNCLAIMED PROPERTY - UNREMITTED FUNDS</u> (continued)					
PIB	-30	Unclaimed property/claimant case files - under \$1,000 (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	5y	DE
		SO = when claim has been satisfied			
		6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40	Unclaimed property/claimant case files - \$1,000 to \$25,000 (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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			<u>A</u>	<u>SA</u>	<u>FD</u>
23790	<u>UNCLAIMED PROPERTY - UNREMITTED FUNDS</u> (continued)				
PIB	-50	Unclaimed property/claimant case files - \$25,000 or more (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	29y	FR

SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A            SA            FD

**23800 UNCLAIMED PROPERTY - VOLUNTARY REMITTANCES**

Records relating to the voluntary remittance of funds held by deposit holders to Unclaimed Property Office. Moneys are held on deposit in accordance with the *Unclaimed Money Act* (RSBC 1996, c. 467). Includes claim confirmation and verification reports, copies of account information and supporting records, holder deposit reports, deposit holder monitoring and follow-up reports, payment requisitions, third party notices, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Unclaimed Property Office) will retain these records for: FY+1y    3y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO        nil        DE

- |     |   |                  |           |            |           |
|-----|---|------------------|-----------|------------|-----------|
| -00 | Policy and procedures                           | - OPR            | SO        | 5y         | FR        |
|     |   | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | <u>DE</u> |
| -01 | General   |                  |           |            |           |
| -02 | Voluntary remittance correspondence and reports |                  | FY+2y     | 4y         | DE        |

NOTE: Secondary -02 may include copies of reports that clarify details concerning the holder's unclaimed deposits.

- |     |  |       |    |    |
|-----|--|-------|----|----|
| -20 | Deposit holders monitoring and reporting case files<br>(includes copies of each authorized holder's annual report of unclaimed property deposits)<br>(arrange alphabetically by deposit holder name) | FY+2y | 4y | SR |
|-----|--|-------|----|----|

SR = The government archives will selectively retain these records for their significant evidential and informational value. The records will be selected by retaining a copy of each deposit holder's annual report on the unclaimed property deposits in its possession. At the time of transfer to semi-active storage, Office of the Comptroller General staff will box records for retention separately from records for destruction.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week    m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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			<u>A</u>	<u>SA</u>	<u>FD</u>
23800	<u>UNCLAIMED PROPERTY - VOLUNTARY REMITTANCES</u> (continued)				
PIB	-30	Voluntary remittances property/claimant case files - under \$1,000 (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	5Y	DE
		SO = when claim has been satisfied			
		6y = The combined retention period of six years is based on the Unclaimed Property Regulation s. 5 (a), which states that records relating to unclaimed money deposits under \$1,000 must be retained for six years.			
PIB	-40	Voluntary remittances property/claimant case files - \$1,000 to \$25,000 (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	9y	FR
		SO = when claim has been satisfied			
		10y = The combined retention period of ten years is based on the Unclaimed Property Regulation s. 5 (b), which states that records relating to unclaimed money deposits between \$1,000 and \$25,000 must be retained for ten years.			
		FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.			

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

			<u>A</u>	<u>SA</u>	<u>FD</u>
23800		<u>UNCLAIMED PROPERTY - VOLUNTARY REMITTANCES</u> (continued)			

PIB	-50	Voluntary remittances property/claimant case files - \$25,000 or more (arrange alphabetically by source holder name, then numerically by property identification number)	SO+1y	29y	FR
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SO = when claim has been satisfied

30y = The combined retention period of thirty years is based on the Unclaimed Property Regulation s. 5 (c), which states that records relating to unclaimed money deposits \$25,000 must be retained for thirty years.

FR = The government archives will fully retain records in secondaries -40 and -50 for their significant evidential and informational value. These records document the settlement of claims for significant amounts of money held by government.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

### SECTION 5

#### FINANCIAL MANAGEMENT

#### PRIMARY NUMBERS

25000 - 25999

Section 5 covers records related to providing financial management policy and procedures, advice, training curricula and development service to the government. These activities ensure the financial management practices and processes of the government are conducted in accordance with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140).

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25000 FINANCIAL MANAGEMENT - GENERAL**

Records not shown elsewhere in the financial management section relating generally to the development and maintenance of government financial management legislation, policies and procedures to ensure compliance with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140). Includes reports, correspondence and memoranda.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

NOTE: Information regarding superseded and obsolete classifications from the *OCG - ORCS*, 1992 Edition is located in appendices K and L.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

SO = when policy or procedure is revised and the revision is approved for release

FR = Throughout this section, the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General  
-02 (obsolete effective Jan. 1, 1999)

(continued on next page)

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25010 FINANCIAL MANAGEMENT - POLICY SUMMARY**

Records relating to the development and maintenance of a financial policy summary manual which documents policy development, amendments and implementation and interpretation services provided to government bodies. Financial policies ensure compliance by government bodies with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140) and related regulations. Includes copies of existing policies, analyst notes, forms, manuals, classification descriptions, research papers, working group meeting agendas, minutes and reports; working papers, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Financial management policies (includes copies of approved financial management policies) (arrange numerically by chapter and section reference of the manual)		<u>SO</u>	5y	FR

SO = when a new policy and/or a policy amendment has been approved and issued

FR = The government archives will fully retain a copy of all financial management policies for their significant evidential and informational values. These records provide a summary of financial management policies provided to government bodies.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25010 FINANCIAL MANAGEMENT - POLICY SUMMARY (continued)**

-03      Financial policy summary development files      SO+2y      5y      DE  
             (arrange numerically by chapter and section reference  
             of the manual)  
             (electronic records)

SO = upon approval or rejection of new policy

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20      Financial policy summary policy development project case files      SO+2y      5y      DE  
             (arrange alphabetically by policy title)

SO = upon approval or rejection of new policy

NOTE: A copy of the approved policy must be filed in 25010-02, the financial management policy file.

-30      Financial policy summary amendment project case files      SO+2y      5y      DE  
             (arrange numerically by chapter and section reference  
             of the manual)

SO = upon approval or rejection of policy amendment

NOTE: A copy of the approved policy amendment must be filed in 25010-02, the financial management policy file.

-40      Financial policy summary or amendment project work group case files      SO+2y      3y      DE  
             (arrange numerically by chapter and section reference  
             of the manual)

SO = upon approval or rejection of policy or amendment

-45      Financial policy summary or amendment research case files      SO+2y      3y      DE  
             (arrange numerically by chapter and section reference  
             of the manual)

SO = upon approval or rejection of policy or amendment  
             (continued on next page)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

25010 FINANCIAL MANAGEMENT - POLICY SUMMARY (continued)

-50      Financial policy summary advice and interpretation case files      SO+2y      3y      DE  
            (arrange alphabetically by client name and topic and  
            then numerically by the applicable manual's chapter  
            and section reference)

SO = when advice or interpretation has been released to the client

-60      Financial policy summary exemption requests and approval case files      SO+2y      3y      DE  
            (arrange alphabetically by client name and topic and  
            then numerically by the applicable manual's chapter  
            and section reference)

SO = when the exemption request is rejected or the approved exemption period lapses

DE = These files can be destroyed as they are summarized in the policy implementation exception reports in secondary 25000-03.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25020 FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT  
OPERATING POLICY (closed March 31, 2003)**

Records relating to the development and maintenance of the financial management operating policy (FMOP) of government. This primary also relates to: developing and amending policies and procedures, reviewing and approval of exception requests, and providing financial policy advice and interpretation to ensure compliance by government bodies with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140) and related regulations. Includes copies of existing policies, analyst notes, forms, manuals, classification descriptions, research papers, working group meeting agenda, minutes, and reports; working papers, correspondence and memoranda.

NOTE: The *Core Policy Manual* (see primary 25070) replaced the *FMOP* as of March 31, 2003. Therefore, this primary is no longer utilized, but remains effective for scheduling purposes when applied to records dated before April, 2003.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Financial management operating policies (closed March 31, 2003 - do not create new files in this secondary) (includes copies of approved financial management operating policies) (arrange numerically by chapter and section reference of the manual)		<u>SO</u>	5y	FR

SO = when a new policy and/or a policy amendment has been approved and issued

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records



**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25020 FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT  
OPERATING POLICY (continued)**

SO = upon approval or rejection of new policy or policy amendment

NOTE: A copy of the approved policy amendment must be filed in 25020-02, the financial management operating policy file.

-40 Financial management operating policy or amendment project work group case files (closed March 31, 2003 - do not create new files in this secondary) (arrange numerically by chapter and section reference of the manual) SO+2y 3y DE

SO = upon approval or rejection of policy or amendment

-45 Financial management operating policy or amendment research case files (closed March 31, 2003 - do not create new files in this secondary) (arrange numerically by chapter and section reference of the manual) SO+2y 3y DE

SO = upon approval or rejection of policy or amendment

-50 Financial management operating policy advice and interpretation case files (closed March 31, 2003 - do not create new files in this secondary) (arrange alphabetically by client name and topic and then numerically by the manual's chapter and section reference) SO+2y 3y DE

SO = when advice or interpretation has been released to the client

-60 Financial management operating policy exemption request and approval case files (closed March 31, 2003 - do not create new files in this secondary) SO+2y 3y DE

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

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A      SA      FD

### 25020 FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT OPERATING POLICY (continued)

(arrange alphabetically by client name and topic and then numerically by the manual's chapter and chapter and section reference)

SO = when the exemption request is rejected or the approved exemption period lapses

DE = These records can be destroyed as they are summarized in the policy implementation exception reports in secondary 25000-03.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25030 FINANCIAL MANAGEMENT - FINANCIAL ADMINISTRATION PROCEDURES**

Records relating to the development and maintenance of financial administrative procedures to ensure compliance with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140) and related regulations. This primary also relates to: developing, reviewing and revising procedures, reviewing and approval of exception requests, and providing financial administrative advice and interpretation. Includes copies of existing policies and procedures, analyst notes, forms, manuals, classification descriptions, research papers, working group meetings agendas, minutes, reports, working papers, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Financial administration procedures (includes copies of approved financial administration procedures) (arrange numerically by chapter and section reference of the manual)		<u>SO</u>	5y	FR

SO = when a new procedure and/or a procedure amendment has been approved and issued

FR = The government archives will fully retain a copy of all financial administration procedures for their significant evidential and informational values. These records document financial administration procedures across government.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25030 FINANCIAL MANAGEMENT - FINANCIAL ADMINISTRATION  
PROCEDURES (continued)**

-03    Financial administration procedure development summary files    SO+2y    5y    DE  
        (electronic records)  
        (arrange numerically by chapter and section reference  
        of the manual)

SO = upon approval or rejection of new procedure or  
 procedure amendment

NOTE: These files may contain CD-ROM, diskettes, or other  
 magnetic storage media.

-20    Financial administration procedure development project case    SO+2y    5y    DE  
        files  
        (arrange numerically by chapter and section reference  
        of the manual)

SO = upon approval or rejection of new procedure or  
 procedure amendment

NOTE: A copy of the approved procedure must be filed in  
 25030-02, the financial administration procedure file.

-30    Financial administration procedure amendments project case    SO+2y    5y    DE  
        files  
        (arrange numerically by chapter and section reference  
        of the manual)

SO = upon approval or rejection of new procedure or  
 procedure amendment

NOTE: A copy of the approved procedure amendment must be  
 filed in 25030-02, the financial administration  
 procedure file.

-40    Financial administration procedure or amendment project work    SO+2y    3y    DE  
        group case files  
        (arrange numerically by chapter and section reference  
        of the manual)

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A      SA      FD

25030 FINANCIAL MANAGEMENT - FINANCIAL ADMINISTRATION  
PROCEDURES (continued)

SO = upon approval or rejection of procedure or amendment

-45 Financial administration procedure or amendment research case files (arrange numerically by chapter and section reference of the manual) SO+2y 3y DE

SO = upon approval or rejection of procedure or amendment

-50 Financial administration advice and interpretation case files (arrange alphabetically by client name and topic and then numerically by the manual's chapter and section reference) SO+2y 3y DE

SO = when advice or interpretation has been released to the client

-60 Financial administration exemption request and approval case files (arrange alphabetically by client name and topic and then numerically by the manual's chapter and chapter and section reference) SO+2y 3y DE

SO = when the exemption request is rejected or the approved exemption period lapses

DE = These records can be destroyed as they are summarized in the policy implementation exemption reports in secondary 25000-03.

A = Active      CY = Calendar Year      SO = Superseded or Obsolete  
SA = Semi-active      FY = Fiscal Year      DE = Destruction  
FD = Final Disposition      NA = Not Applicable      SR = Selective Retention  
PIB = Personal Information Bank      w = week m = month      FR = Full Retention  
PUR = Public Use Records      y = year      FOI = Freedom of Information/Privacy  
OPR = Office of Primary Responsibility      VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25040 FINANCIAL MANAGEMENT - GENERAL MANAGEMENT  
OPERATING POLICY (closed March 31, 2003)**

Records relating to the development and maintenance of the general management operations policy to ensure compliance with the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140) and related regulations. This primary also relates to: developing and amending policies and procedures; reviewing and approval of exception requests; and the provision of general management advice and interpretation. Includes copies of existing policies and procedures; analyst notes; forms; manuals; classification descriptions; research papers; working group meetings agendas, minutes, and reports; working papers; correspondence and memoranda.

NOTE: The *Core Policy Manual* (see primary 25070) replaced the *GMOP* as of March 31, 2003. Therefore, this primary is no longer utilized, but remains effective for scheduling purposes when applied to records dated before April, 2003.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	General management operating policies and procedures (closed March 31, 2003 - do not create new files in this secondary) (includes copies of approved policies and procedures) (arrange numerically by chapter and section reference of the manual)		SO	5y	FR

SO = when a new policy or procedure and/or an amendment has been approved and issued

FR = The government archives will fully retain a copy of all policies and procedures for their significant evidential and informational values. These records document general management operating policies and procedures across government.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records





## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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A      SA      FD

25040 FINANCIAL MANAGEMENT - GENERAL MANAGEMENT  
OPERATING POLICY (continued)

SO = when the exemption request is rejected or the approved exemption period lapses

DE = These records can be destroyed as they are summarized in the policy implementation exception reports in secondary 25000-03.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25050 FINANCIAL MANAGEMENT - LEGISLATION ADVICE**

Records related to providing advice and interpretation of financial management and reporting legislation for the province and reviewing and approving exception requests to ensure compliance with the *Financial Administration Act*, (RSBC 1996, c. 138), the *Financial Information Act*, (RSBC 1996, c. 140) and related regulations.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For the development and proposal of legislation, see ARCS 140.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Legislation and regulation file		NA	NA	NA

NA = this secondary has been replaced by secondary ARCS 140-02; convert existing files to that secondary and do not use this one

-03	Legislation and regulation development summary files		NA	NA	NA
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NA = this secondary has been replaced by secondary ARCS 140-02; convert existing files to that secondary and do not use this one

-20	Legislation and regulation development project case files		NA	NA	NA
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NA = this secondary has been replaced by secondary ARCS 140-20; convert existing files to that secondary and do not use this one

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PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>25050 <u>FINANCIAL MANAGEMENT - LEGISLATION ADVICE</u> (continued)</b>				
-30	Legislation and regulation amendments project case files (arrange by section or chapter being amended)	NA	NA	NA
	NA = this secondary has been replaced by secondary ARCS 140-20; convert existing files to that secondary and do not use this one			
-40	Legislation and regulation development or amendment project work group case files	NA	NA	NA
	NA = this secondary has been replaced by secondary ARCS 140-20; convert existing files to that secondary and do not use this one			
-45	Legislation and regulation development or amendment research case files	NA	NA	NA
	NA = this secondary has been replaced by secondary ARCS 140-20; convert existing files to that secondary and do not use this one			
-50	Legislation and regulation advice and interpretation case files (arrange alphabetically by client name and topic and then numerically by the applicable chapter and section reference)	SO+2y	3y	DE
	SO = when advice or interpretation has been released to the client			
-60	Legislation and regulation exemption requests and approval case files (arrange alphabetically by client name and topic and then numerically by the applicable chapter and section reference)	SO+2y	3y	DE
	SO = when the exemption request is rejected or the approved exemption period lapses			

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A      SA      FD

**25060 FINANCIAL MANAGEMENT - NEW PROGRAMS AND INITIATIVES**

Records relating to determining, developing and revising financial management policies, procedures and practices to ensure new government programs and initiatives operate in compliance with the *Financial Administration Act* (RSBC 1996, c. 138), the *Financial Information Act* (RSBC 1996, c. 140) and related regulations. Includes copies of existing legislation and regulations, analyst notes, forms, manuals, research papers, working group meeting agenda, minutes, and reports, working papers, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	New program and initiatives policies (arrange alphabetically by program or initiative title)		SO	5y	FR

SO = when the new program or initiative is suspended or the policy has been incorporated into the manuals noted in primaries 25020 to 25040

FR = The government archives will fully retain a copy of all polices because of their significant evidential and informational values. These records document financial management policies and procedures across government.

(continued on next page)

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A      SA      FD

**25060 FINANCIAL MANAGEMENT - NEW PROGRAMS AND INITIATIVES**  
(continued)

-03    New programs and initiatives policy development summary files  
(electronic records)  
(arrange alphabetically by program or initiative title)

SO+2y    5y    DE

SO = when the new program or initiative is suspended or the policy has been incorporated into the manuals noted in primaries 25020 to 25040

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20    New programs and initiatives research project case files  
(arrange by title of legislation, program or initiative)

SO+2y    5y    DE

SO = when the new program or initiative is suspended or the policy has been incorporated into the manuals noted in primaries 25020 to 25040

NOTE: These are new programs and initiatives; therefore, no chapter or section reference of a manual can be applied.

-50    New programs and initiatives advice and interpretation case files  
(arrange alphabetically by client name and new program or initiative title)

SO+2y    3y    DE

SO = when advice or interpretation has been released to the client

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A      SA      FD

**25070 FINANCIAL MANAGEMENT - CORE POLICY**

Records relating to the development and amendment of the *Core Policy Manual (CPM)*. Interpretation and advice is provided in support of financial management, procurement and administration policy. Policy is developed in consultation with vendors, stakeholders (ministries and other government bodies and councils) and service partners. This primary also covers reviewing and approving exception requests.

The *CPM* contains all the central agency management, procurement and financial administration policy, except personnel management policy.

Chapter Six of the *CPM* covers procurement policy for the management of government purchasing activities, but procurement guidelines and procedures are the responsibility of the Common Business Services [CBS] of the Ministry of Management Services.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For accounting policy, see secondaries 21720-02 and 21730-02.  
 For compliance with policies, see primary 25090.  
 For development of legislation, see *ARCS* primary 140.  
 For financial administration procedures, see secondary 25030-02.  
 For financial management policy, see secondary 25010-02.

Unless otherwise specified below, the ministry OPR (Financial Management Branch, Procurement Governance Office) will retain these records for:

FY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

(continued on next page)

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A      SA      FD

**25090 FINANCIAL MANAGEMENT - COMPLIANCE**

Records relating to the review and analysis of government compliance with financial management and procurement legislation, regulations, policies and procedures. Monitoring and reporting may be used to analyze the policies and to determine compliance. This primary also relates to the conduct of client surveys, and the review and analysis of audits and client site monitoring.

Record types include copies of existing legislative provisions, regulations, policies and procedures; analyst notes, client surveys and analysis, forms, manuals, research papers, working group meeting agenda, minutes, and reports; working papers, correspondence and memoranda.

For internal audit assignments, see section 2.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-20	Audit report response case files (arrange alphabetically by client name)		FY+2y	5y	DE
-30	Client survey case files (arrange alphabetically by client name)		FY+2y	5y	DE
-40	Development requirement project case files (arrange alphabetically by project title)		FY+2y	5y	DE
-50	Policy application monitoring case files (arrange alphabetically by client name)		FY+2y	5y	DE
-60	Procedures application monitoring case files (arrange alphabetically by client name) (continued on next page)		FY+2y	5y	DE

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A      SA      FD

**25100 PROCUREMENT GOVERNANCE - GENERAL**

Records relating to procurement governance not shown elsewhere in this primary block.

Procurement governance is used to ensure fair and open procurement practices and value for taxpayers for direct government procurement, as required by the *Financial Administration Act* (RSBC 1996, c. 138). Procurement governance includes: managing a training program in support of procurement; managing a vendor complaint review process; and providing advice and support to ministries on procurement policy.

Procurement policy is covered by Chapter Six of the *Core Policy Manual*, which is classified under primary 25070.

The Procurement Governance Office (PGO) co-chairs the Procurement Council with Common Business Services (CBS) of the Ministry of Management Services, and PGO holds the records for the council.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

- For Agreement on Internal Trade (AIT), see *ARCS* secondary 146-45.
- For briefing notes, see *ARCS* secondary 280-20.
- For cabinet submissions, see *ARCS* secondary 201-40.
- For inter-ministerial committees (i.e., Procurement Council, Senior Financial Officers Council and Assistant Deputy Ministers of Corporate Services Council) see *ARCS* secondary 204-20.
- For liaison with other ministries, see *ARCS* primary 232.
- For procurement policy compliance, see primary 25090.
- For procurement policy development, see primary 25070.
- For Treasury Board submissions, see *ARCS* secondary 1250-20.

Unless otherwise specified below, the ministry OPR (Procurement Governance Office) will retain these records for:

FY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

(continued on next page)

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A      SA      FD

**25100 PROCUREMENT GOVERNANCE - GENERAL (continued)**

- 01 General
- 02 Procurement governance operational reports      FY+2y      3y      FR  
       (includes ad hoc and annual summary reports of VCRP  
       reviews and the annual *Agreement on Internal Trade Report*)

FR = The government archives will fully retain procurement governance operational reports because these are high-level reports documenting the BC government's compliance with federal/provincial trade agreements, as well as documenting the activities of the Procurement Governance Office (e.g., vendor complaint review process).

- 03 Procurement governance reference material      SO      nil      DE  
       (arrange by topic)

- 20 Procurement governance issue management case files      SO      nil      DE  
       (arrange by issue)

SO = when issue is superseded or obsolete and file is no longer needed for reference purposes

DE = These records can be destroyed because significant issues are documented in policy files (see primary 25070) or in complaint review files (see primary 25120).

NOTE: This secondary is for issues not specifically related to a policy. If an issue develops into the basis for a policy, pertinent documents are considered background information and are reclassified as policy development (see secondary 25070-20).

NOTE: Secondaries -03 and -20 cover electronic records held on the Local Access Network (LAN) and email servers. Paper copies of these documents are considered transitory and may be destroyed as needed. Contact your Records Officer before you delete the electronic records.

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A      SA      FD

**25110 PROCUREMENT GOVERNANCE - TRAINING**

Records relating to the development, amendment and evaluation of the procurement competency framework, training courses, curricula and projects. Training courses and curricula are created to support procurement processes.

The delivery of training courses and the issuing of certification is the responsibility of the Employee Learning Services (ELS) branch of the BC Public Service Agency (BCPSA) and are not covered by this primary. However, the certification requirements and the competency framework are established by the Procurement Governance Office (PGO).

Certification requirements define the courses needed to reach a certain level of certification. The competency framework defines the levels of knowledge typically needed to perform procurement tasks at various staff levels of government (administrative assistant to deputy minister).

Training projects may involve the development of a mentoring system, web-based training, or traditional course packages.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the delivery of training courses, see the records of ELS.  
For the issuing of certification, see the records of ELS.

Unless otherwise specified below, the ministry OPR (Procurement Governance Office) will retain these records for:

FY+2y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Procurement certification requirements		SO	5y	DE
-03	Procurement competency framework		SO	5y	DE

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A      SA      FD

25110 PROCUREMENT GOVERNANCE - TRAINING (continued)

-04 Procurement training courses and curricula SO nil DE  
(covers mentorship and other non-traditional training methods)  
(includes final copies of courses, lesson plans, workbooks and training materials)  
(arrange by course or guide title)

SO = when the course package is updated and any evaluations or reviews are complete

-20 Procurement course equivalency project case files SO 3y DE  
(includes a copy of the course)  
(arrange by course)

-30 Procurement course evaluation case files  
(includes surveys and reports)  
(arrange by course)

-40 Procurement training project case files SO nil DE  
(covers working groups, amendment and development, and course equivalency projects)  
(includes drafts of courses, lesson plans, workbooks and training materials)  
(arrange by course or project)

SO = when the project is complete and the file is no longer needed for reference purposes

NOTE: Secondaries -04, -20, -30, and -40 cover electronic records held on the Local Access Network (LAN) and email servers. Paper copies of these documents are considered transitory and may be destroyed as needed. Contact your Records Officer before you delete the electronic records.

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A      SA      FD

**25120 PROCUREMENT GOVERNANCE – VENDOR COMPLAINT REVIEW**

Records related to reviewing and monitoring the corporate vendor complaint review process (VCRP) and providing a final review for vendor complaints.

The Common Business Services (CBS) Division of the Ministry of Management Services, as the agency in charge of procurement for the BC Government, and all individual ministries, as government organizations that procure supplies, have primary responsibility for resolving vendor complaints regarding their procurement processes. If vendors are still concerned about the fairness of a procurement process, or if no appeal process exists in their case, they may complain to the Procurement Governance Office (PGO) for a final review.

Vendor complaints from or against other provincial governments or the federal government require review pursuant to the Agreement on Internal Trade (AIT), and are also managed within this primary.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For the development of the VCRP, see secondary 25070-20.  
 For the implementation of the VCRP, see secondary 25070-30.  
 For the VCRP, see Chapter Six of the *Core Policy Manual*, classified under secondary 25070-02.

Unless otherwise specified below, the ministry OPR (Procurement Governance Office) will retain these records for: FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01	General				
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-20	Ministry VCRP annual and ad hoc report case files (covers reports collected from CBS and ministries) (arrange by report, then by ministry)		FY+2y	3y	DE
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A      SA      FD

**25120 PROCUREMENT GOVERNANCE – VENDOR COMPLAINT REVIEW**

(continued)

NOTE: Summarized annual and ad hoc VCRP reports are classified under secondary 25100-02.

-30	Ministry VCRP review case files (covers advice and recommendations) (includes a copy of the Common Business Services [CBS] Division or ministry's VCRP) (arrange by ministry or agency name)	SO	3y	DE
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SO = when VCRP is superseded or obsolete

-40	Vendor complaint case files (covers all background documentation and communication between vendor, Procurement Governance Office [PGO], and Common Business Services [CBS] Division or ministry or other provincial or federal government with regard to a vendor's complaint) (includes vendor complaint form, copy of CBS or ministry's vendor complaint decision, competition documents, and the final decision report of the PGO) (arrange by CBS or ministry or other provincial or federal government, then by complaint)	SO+2y	5y	FR
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SO = when complaint is resolved

7y = The retention is based on the six-year limitation period under the *Limitation Act* (RSBC 1996, c. 266, s. 3) plus one year for document discovery.

FR = The government archives will fully retain vendor complaint case files because they document major vendor complaints that could not be resolved at the ministry level, and were brought to the Procurement Governance Office for final review.

NOTE: Any recommendations resulting from a vendor complaint to the CBS or Ministry will be filed on the VCRP review case file (secondary -30).

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A      SA      FD

### 25120 PROCUREMENT GOVERNANCE – VENDOR COMPLAINT REVIEW

(continued)

NOTE: Secondaries -20, -30, and -40 cover electronic records held on the Local Access Network (LAN) and email servers. Paper copies of the electronic documents are considered transitory and may be destroyed as needed. Contact your Records Officer before you delete the electronic records.

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A      SA      FD

**25200 SYSTEMS DEVELOPMENT REVIEW AND APPROVAL - GENERAL**

Records relating generally to the review of financial management specifications in systems development projects, not shown elsewhere in the systems development review and approval primary block. Financial management system specifications are financial management processes and controls used to exercise financial management control and accountability over assets, liabilities, revenues, expenses and/or trust funds. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-03	System control signing authorities (includes approvals and matrices)		CY+2y	3y	DE

DE = These records contain only routine signoff by ministry executive that the electronic management systems of the ministry meet Office of the Comptroller General financial management specifications. The fact that ministry signoff is required is sufficiently documented in policy files.

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A      SA      FD

**25220 SYSTEMS DEVELOPMENT REVIEW AND APPROVAL -  
COMBINED SYSTEMS**

Records relating to the review of financial management specifications in combined systems development projects. Combined systems are complex operating, administrative and financial systems used to exercise financial management control and accountability over assets, liabilities, revenues, expenses and trust funds. System specifications concerning financial management processes and controls mean any set of system processes used to exercise control and accountability. Includes developer notes, copies of design specifications, evaluation and assessment reports, reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

- |     |   |                  |           |            |    |
|-----|---|------------------|-----------|------------|----|
| -00 | Policy and procedures   | - OPR            | <u>SO</u> | 5y         | FR |
|     |   | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | DE |
| -01 | General   |                  |           |            |    |
| -03 | Combined system evaluations and assessments<br>(electronic records) |                  | SO+1y     | nil        | DE |

SO = when system is implemented

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

- |     |   |  |    |    |    |
|-----|---|--|----|----|----|
| -20 | Combined systems case files<br>(arrange alphabetically by system title and then numerically by ministry code) |  | SO | 5y | DE |
|-----|---|--|----|----|----|

SO = when system is implemented

NOTE: Financial Management Branch must review all semi-active records at the end of the five year semi-active period. Files that relate to active systems or applications will continue to be retained in semi-active storage. All files that relate to inactive or superseded systems will be destroyed in accordance with the noted final disposition schedule for these records.

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25260 SYSTEMS DEVELOPMENT REVIEW AND APPROVAL - PAYROLL SYSTEMS**

Records relating to the review of financial management specifications in payroll system development projects. System specifications concerning financial management processes and controls mean any set of system processes used to exercise financial management control and accountability over assets, liabilities, revenues, expenses and/or trust funds. Includes developer notes, copies of design specifications, evaluation and assessment reports, reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-03	Payroll systems evaluations and assessments (electronic records)		SO+1y	nil	DE

SO = when system is implemented

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20	Payroll systems case files (arrange alphabetically by system title and then numerically by ministry code)		SO	5y	DE
-----	---	--	----	----	----

SO = when system is implemented

NOTE: Financial Management Branch must review all semi-active records at the end of the five year semi-active period. Files that relate to active systems or applications will continue to be retained in semi-active storage. All files that relate to inactive or superseded systems will be destroyed in accordance with the noted final disposition schedule for these records.

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25290 SYSTEMS DEVELOPMENT REVIEW AND APPROVAL - REVENUE SYSTEMS**

Records relating to the review of financial management specifications in revenue system development projects. System specifications concerning financial management processes and controls mean any set of system processes used to exercise financial management control and accountability over assets, liabilities, revenues, expenses and/or trust funds. Includes developer notes, copies of design specifications, evaluation and assessment reports, reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

- |     |  |                  |           |            |    |
|-----|--|------------------|-----------|------------|----|
| -00 | Policy and procedures  | - OPR            | <u>SO</u> | 5y         | FR |
|     |  | - <u>non-OPR</u> | <u>SO</u> | <u>nil</u> | DE |
| -01 | General  |                  |           |            |    |
| -03 | Revenue system evaluations and assessments<br>(electronic records) |                  | SO+1y     | nil        | DE |

SO = when system is implemented

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

- |     |  |  |    |    |    |
|-----|--|--|----|----|----|
| -20 | Revenue systems case files<br>(arrange alphabetically by system title and then numerically by ministry code) |  | SO | 5y | DE |
|-----|--|--|----|----|----|

SO = when system is implemented

NOTE: Financial Management Branch must review all semi-active records at the end of the five year semi-active period. Files that relate to active systems or applications will continue to be retained in semi-active storage. All files that relate to inactive or superseded systems will be destroyed in accordance with the noted final disposition schedule for these records.

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25400 TRAINING AND DEVELOPMENT - GENERAL**

Records relating generally to financial management and/or comptrollership training development activities not shown elsewhere in the training and development primary block. Includes correspondence, memoranda and reports.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-03	Financial management training reports				

---

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A      SA      FD

**25420 TRAINING AND DEVELOPMENT - CURRICULUM DEVELOPMENT**

Records relating to the development of curricula for financial management and/or comptrollership courses, course updates and retreats. Includes correspondence, course case studies and exercises, lesson plans, memoranda, notes, and working papers.

For financial management training needs assessment, see primary 25430.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-03	Financial management training curriculum file (electronic records)		SO+1y	nil	DE

SO = when curriculum is updated or revised

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20	Financial management curriculum development case files (arrange chronologically by course offering)		SO	2y	DE
-----	---	--	----	----	----

SO = when course is offered on a regular basis

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25430 TRAINING AND DEVELOPMENT - NEEDS ASSESSMENT**

Records relating to the assessment of financial management and/or comptrollership training requirements throughout the government. Includes correspondence, demand surveys, memoranda, needs analyses, reports and working papers.

For reviews and monitoring reports relating to application of financial management policies and procedures, see primary 25090.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+2y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				

-20	Financial management training demand survey case files (arrange chronologically by assessment project)		SO	2y	DE
-----	---	--	----	----	----

SO = when decision whether or not to develop a course is made

-30	Financial management training needs analysis case files (arrange chronologically by assessment project)		SO	2y	DE
-----	--	--	----	----	----

SO = when decision whether or not to develop a course is made

NOTE: Reclassify material to 25420-20 if course is to be developed.

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25600 SOFTWARE TRIALS AND EVALUATIONS - GENERAL**

Records relating generally to software trials and evaluations, not shown elsewhere in the software trials and evaluations primary block. The review of commercial software packages is done to ensure the system incorporates appropriate financial management control and accountability processes to safeguard and accurately report on assets, liabilities, trust funds or assets, revenues and expenses. Includes correspondence, memoranda, product brochures, and customer evaluation reports.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+1y    2y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	(obsolete effective Jan. 1, 1999)				
-20	(obsolete effective Jan. 1, 1999)				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25700 SOFTWARE TRIALS AND EVALUATIONS - NON-FINANCIAL PACKAGES**

Records relating to the review and evaluation of commercially available software packages not specifically designed as a financial system for their effect on financial transactions of the client ministry. Includes correspondence, ministry requests for an evaluation, the software manufacturer's product literature, demonstration software, analyst's working papers and notes, evaluation report to client ministry, software company representations, and third party testimonials on software capabilities.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+1y    2y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-03	Non-financial software evaluation summary file (electronic records)		SO+2y	nil	DE

SO = when software has been approved for use

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20	Non-financial software case files (arrange alphabetically by product name)		SO+2y	nil	DE
-----	---	--	-------	-----	----

SO = when software has been approved for use

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A      SA      FD

**25710 SOFTWARE TRIALS AND EVALUATIONS - FINANCIAL PACKAGES**

Records relating to the review and evaluation of commercially available financial software packages for their effect on financial transactions of the client ministry. Includes correspondence, ministry requests for an evaluation, the software manufacturer's product literature, demonstration software, analyst's working papers and notes, evaluation report to client ministry, software company representations, and third party testimonials on software capabilities.

Unless otherwise specified below, the ministry OPR (Financial Management Branch) will retain these records for:

CY+1y    2y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

-01    General

-03	Financial software evaluation summary file (electronic records)		SO+2y	nil	DE
-----	--	--	-------	-----	----

SO = when software has been approved for use

NOTE: These files may contain CD-ROM, diskettes, or other magnetic storage media.

-20	Financial software case files (arrange alphabetically by product name)		SO+2y	nil	DE
-----	---	--	-------	-----	----

SO = when software has been approved for use

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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A            SA            FD

### SECTION 6

#### CORPORATE FINANCIAL REPORTING

##### PRIMARY NUMBERS

26000 - 26999

Section 6 covers records relating to the development and preparation of corporate financial reports, statements, and schedules for publication and distribution. These financial documents are prepared in accordance with the requirements of the *Financial Administration Act* (RSBC 1996, c. 138), the *Financial Information Act* (RSBC 1996, c. 140) or other relevant provincial statutes and related regulations. The reports and/or statements are prepared to provide periodic financial status reports to ministries, crown corporations, agencies of the provincial government, the Legislative Assembly and the citizens of British Columbia. Includes the Public Accounts, Summary Financial Statements, Consolidated Revenue Fund Statements, monthly, and quarterly financial reports, and trust or special fund reports. In addition, legislative and historical reference material is maintained to ensure consistency in statement content and preparation requirements.

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A =	Active	CY =	Calendar Year	SO =	Superseded or Obsolete
SA =	Semi-active	FY =	Fiscal Year	DE =	Destruction
FD =	Final Disposition	NA =	Not Applicable	SR =	Selective Retention
PIB =	Personal Information Bank	w =	week m = month	FR =	Full Retention
PUR =	Public Use Records	y =	year	FOI =	Freedom of Information/Privacy
OPR =	Office of Primary Responsibility			VR =	Vital Records

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A                      SA                      FD

26000 - CORPORATE FINANCIAL REPORTING - 26999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 26000 CORPORATE FINANCIAL REPORTING - GENERAL
- 26010 - STATUTORY REPORTING AND OTHER REPORTS
- 26015 - CONSOLIDATED REVENUE FUND STATEMENTS
- 26020 - SUMMARY FINANCIAL STATEMENTS
- 26025 - ANNUAL REPORT
- 26030 (obsolete)
- 26040 (obsolete)
- 26050 (obsolete)
- 26060 (obsolete)
  
- 26100 (obsolete)
- 26110 (obsolete)
- 26200 (obsolete)
- 26300 (obsolete)
- 26340 (obsolete)
- 26350 (obsolete)
- 26400 (obsolete)
- 26420 (obsolete)
- 26460 (obsolete)
- 26500 (obsolete)
  
- 26600 FINANCIAL STATUS REPORTING - MONTHLY, QUARTERLY AND INTERIM REPORTS
  
- 26700 (obsolete)
  
- 26800 REPORTING STANDARDS - GENERAL
- 26810 - ASSETS
- 26830 - LIABILITIES
- 26840 - NET EQUITY
- 26850 - SPECIALIZED AREAS

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A            SA            FD

**26000 CORPORATE FINANCIAL REPORTING - GENERAL**

Records not shown elsewhere in the corporate financial reporting section which relate generally to the development and preparation of corporate financial reports, statements and schedules. Includes Auditor General reports and responses regarding format and content, year-end report requirements and instructions, preparation timetables, reports, correspondence and memoranda.

NOTE: Only records which cannot be classified to a more specific primary or secondary may be classified to this primary.

NOTE: Information regarding superseded and obsolete classifications from the OCG - ORCS, 1992 Edition is located in appendices K and L.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

FR = The government archives will fully retain all policy and procedure files created by offices having responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold insufficient evidential value to merit preservation may be purged and discarded.

-01 General

-03 (superseded March 31, 1999, use 26850-08)

-04 (obsolete effective March 31, 1999)

-07 (superseded March 31, 1999, use 21110-30)

-08	Office of the Auditor General liaison	FY+1y	5y	DE
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-09	Queens Printer liaison	FY+1y	5y	DE
-----	------------------------	-------	----	----

-10	Reports preparation timetable	FY+1y	5y	DE
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SA = Semi-active	FY = Fiscal Year	DE = Destruction
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A            SA            FD

(continued on next page)

26000 CORPORATE FINANCIAL REPORTING - GENERAL (continued)

-11	Year-end instructions to ministries and government organizations	FY+1y	5y	DE
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NOTE: Throughout the corporate financial reporting primary block the combined retention period of eight years meets the primary legal and operational requirements.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>	
<b>26010 <u>CORPORATE FINANCIAL REPORTING - STATUTORY REPORTING AND OTHER REPORTS</u></b>					
Records relating to determining the content of financial reports, statements and schedules developed and prepared for government by statute. Includes copies of accounting policy, advice and interpretations provided to government bodies, legislative reports and supporting documents, reports, correspondence and memoranda.					
Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:		FY+1y	nil	DE	
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	DE	
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR DE
-01	General				
-02	Crown Proceedings Act reports		FY+2y	7y	SR
-03	Financial Information Act reports		FY+2y	7y	SR
-04	Guarantees and indemnities reports		FY+2y	7y	SR
-05	Individual trust fund reports		FY+2y	7y	SR
10y = These statements are original statements of financial position and are referred to regularly during the ten year period in order to respond to questions from the Legislature or Treasury Board.					
SR = The government archives will selectively retain the files by retaining a copy of each published report for its significant evidential and informational value. Draft working papers, copies or reports can be destroyed. Office of the Comptroller General staff will box reports for retention separately from records for destruction.					
NOTE: The OPR will store all published financial reports with a retention of ten years and a final disposition of SR under ongoing RCS accession number 91-0439.					
-07	Other transactions specialized ad-hoc reports		FY+1y	3y	DE
-08	Statutory and other reports financial system reports		FY+1y	3y	DE
-09	Statutory and other reports standard report format templates		FY+1y	5y	DE
-10	Statutory and other reports published reports print masters		FY+1y	5y	DE

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
26010	<u>CORPORATE FINANCIAL REPORTING - STATUTORY REPORTING AND OTHER REPORTS</u> (continued)			
-20	Statutory and other reports working papers and analysis case files (arrange by fiscal year and then alphabetically by report or statute title to which the working papers relate)	FY+1y	5y	DE
-25	Statutory and other reports working papers reference case files (arrange by fiscal year and then alphabetically by report or statute title to which the working papers relate)	FY	NA	NA
	NA = Reclassify at the end of the fiscal year to secondary 26010-20.			

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

A                      SA                      FD

26015 CORPORATE FINANCIAL REPORTING - CONSOLIDATED  
REVENUE FUND STATEMENTS

Records relating to the development and preparation of consolidated revenue fund financial statements, reports and schedules published in accordance with requirements of the *Financial Administration Act* (RSBC 1996, c. 138) and the *Financial Information Act* (RSBC 1996, c. 140). The government's consolidated revenue fund combines the financial activities of the general fund (main operating account and special accounts) with special funds. Includes draft financial statements and working papers, audited reports, Legislative reports and supporting documents, reports, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO                      nil                      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-03	Audited consolidated revenue fund specific reports		FY+2y	5y	DE
-04	Special fund specific reports		FY+2y	5y	DE
-05	Un-audited consolidated revenue fund financial statements reports		FY+2y	5y	DE

DE = These reports can be destroyed as they are published each year in the Public Accounts.

-06	Consolidated revenue fund financial system reports		FY+1y	3y	DE
-07	Consolidated revenue fund standard report format templates		FY+1y	5y	DE
-08	Consolidated revenue fund published reports print masters		FY+1y	5y	DE

-20	Consolidated revenue fund working papers case files (arrange by fiscal year and then by type of balance sheet or operating account)		FY+1y	5y	DE
-----	---	--	-------	----	----

-25	Consolidated revenue fund working papers reference case files (arrange by fiscal year and then by type of balance sheet or operating account)		FY	NA	NA
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NA = Reclassify at the end of the fiscal year to secondary 26015-20.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

	<u>A</u>	<u>SA</u>	<u>FD</u>
<b>26020 <u>CORPORATE FINANCIAL REPORTING - SUMMARY FINANCIAL STATEMENTS</u></b>			
Records relating to the development and preparation of summary financial statements, reports and schedules published in accordance with reporting and analysis mandates noted in the <i>Financial Administration Act</i> (RSBC 1996, c. 138). The government's summary financial statements combine the financial results of the consolidated revenue fund and the financial results of other government entities to report on the economic impact for all of government. Includes draft financial statements and working papers, Legislative reports and supported documents, reports, correspondence and memoranda.			
Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:	FY+1y	5y	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	DE
-00 Policy and procedures	SO	5y	FR
			- OPR
-01 General	<u>SO</u>	<u>nil</u>	DE
	FY+1y	3y	DE
			- <u>non-OPR</u>
-03 Summary financial statements reports	FY+2y	5y	DE
DE = These records can be destroyed as they are published each year in the Public Accounts.			
-05 Summary financial statements financial system reports	FY+1y	3y	DE
-07 Summary financial statements standard reports format templates	FY+1y	5y	DE
-08 Summary financial statements published reports print masters	FY+1y	5y	DE
-20 Summary financial statements working papers case files (arrange by sector and then alphabetically by government organization name)	FY+1y	5y	DE
-25 Summary financial statements working papers reference case files (arrange by sector and then alphabetically by government organization name)	FY	NA	NA
NA = Reclassify at the end of the fiscal year to secondary 26020-20.			

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**26025 CORPORATE FINANCIAL REPORTING - ANNUAL REPORT**

Records relating to the development and preparation of an annual report containing summary information included in the Public Accounts documents. The annual report is prepared for the public and summarizes financial information and provides explanations regarding the finances of the province. Includes draft annual reports and working papers, standard formats and templates, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Corporate financial reporting annual report (Public Accounts)		FY+2y	5y	FR

FR = The government archives will fully retain a copy of each set of published financial statements or reports because of their significant evidential and informational value. These records provide a summary of the finances of the province on an annual basis. Office of the Comptroller General staff will box a set of the statements or reports for retention at the time of transfer to semi-active storage.

-07	Annual report standard format templates		FY+1y	5y	DE
-08	Annual report published report print masters		FY+1y	5y	DE

-20	Annual report working papers case files (arrange chronologically by fiscal year)		FY+1y	5y	DE
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-25	Annual report working papers reference case files (arrange chronologically by fiscal year)		FY	NA	NA
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NA = Reclassify to secondary 26025-20 at the end of the fiscal year.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>26600 <u>FINANCIAL STATUS REPORTING - MONTHLY, QUARTERLY AND INTERIM REPORTS</u></b>				
Records relating to the development and preparation of monthly, quarterly and interim financial statements, reports and schedules in accordance with the requirements of the <i>Financial Administration Act</i> (RSBC 1996, c. 138) and the <i>Financial Information Act</i> (RSBC 1996, c. 140). The government provides regular corporate financial reports to monitor and forecast the government's financial position and status to ensure government entities manage financial resources within their allocated appropriations. Includes draft financial statements and working papers, financial status reports, correspondence and memoranda.				
Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:				
		FY+1y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
		<u>SO</u>	<u>nil</u>	DE
-00	Policy and procedures			
				- OPR
		<u>SO</u>	5y	FR
				- <u>non-OPR</u>
		<u>SO</u>	<u>nil</u>	DE
-01	General			
-02	Financial status interim reports	SO	3y	FR
	SO = when no longer referred to for reference or informational purposes			
	FR = The government archives will fully retain a copy of each set of interim financial statements for their significant evidential and informational value. These records document the finances of the province as reported in the annual provincial budget.			
-03	Financial status monthly reports	FY+1y	3y	DE
-04	Financial status quarterly reports	FY+1y	3y	DE
-20	Financial status working papers case files (arrange numerically by report number and account and then chronologically by month)	FY+1y	3y	DE

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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	<u>A</u>	<u>SA</u>	<u>FD</u>		
<b>26800 <u>REPORTING STANDARDS - GENERAL</u></b>					
Records relating generally to the development of reporting standards for corporate financial reports, statements, and schedules, not shown elsewhere in the reporting standards primary block. Includes copies of accounting policy, reference and research materials, financial formats, briefing notes, accounting association reports, instructions, correspondence and memoranda.					
Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:					
	FY+1y	3y	DE		
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:					
	<u>SO</u>	<u>nil</u>	DE		
-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR DE
-01	General				
-02	Accounting policies and practices		SO+1y	nil	DE
	SO = when policy or practice has been revised				
-04	Balance sheet formats		SO+1y	5y	DE
	SO = when format is revised				
-05	Cash flow statements formats		SO+1y	5y	DE
	SO = when format is revised				
-06	Income statement formats		SO+1y	5y	DE
	SO = when format is revised				
-20	Statement presentation formats development case files (arrange alphabetically by statement title and then by account name)		SO+1y	5y	DE
	SO = when statement format revision is approved for implementation				

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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		<u>A</u>	<u>SA</u>	<u>FD</u>
	(continued on next page)			
26800	<u>REPORTING STANDARDS - GENERAL</u> (continued)			
-30	Statement format implementation case files (arrange alphabetically by statement title)	FY+1y	5y	DE

DE = The records in secondaries -04 to -30 can be destroyed as the formats are sufficiently documented in summaries published in the Public Accounts.

NOTE: Throughout the reporting standards primary block the combined active and semi-active retention period of six years meets the primary operational requirements.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

A            SA            FD

**26810 REPORTING STANDARDS - ASSETS**

Records relating to the development of reporting standards for government assets to ensure consistent treatment in the development and preparation of corporate financial reports, statements, and schedules. This primary also relates to the provision to government bodies of advice and interpretation on the application of reporting standards and accounting policy for assets. Includes copies of accounting policy, reference and research materials, financial formats, briefing notes, accounting association reports, instructions, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

SO+1y    5y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General		FY+1y	3y	DE
-02	Accounts and notes receivable reporting format				
-03	Capital assets reporting format				
-04	Cash accounting reporting format				
-05	Deferred charges reporting format				
-06	Due from other governments reporting format				
-07	Interests in joint ventures reporting format				
-08	Inventories reporting format				
-09	Investments reporting format				
-10	Loans and advances reporting format				
-11	Prepaid expenses reporting format				

SO = when the reporting standard is revised

-20 Asset reporting standards development case files  
(arrange alphabetically by asset title and then by statement name)

SO = when reporting standard revision is approved for implementation

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

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26810 REPORTING STANDARDS - ASSETS (continued)

-30	Asset reporting standard implementation case files (arrange alphabetically by asset title)	FY+1y	5y	DE
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7y = The combined active and semi-active period of seven years ensures the records are available for reference purposes.

DE = The records in secondaries -02 to -30 can be destroyed as the formats are sufficiently documented in summaries published in the Public Accounts.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

**26830 REPORTING STANDARDS - LIABILITIES**

Records relating to the development of reporting standards for government liabilities to ensure consistent treatment in the development and preparation of corporate financial reports, statements, and schedules. This primary also relates to the provision to government bodies of advice and interpretation on the application of reporting standards for liabilities. Includes copies of accounting policy, reference and research materials, financial formats, briefing notes, accounting association reports, instructions, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

SO+1y    5y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General		FY+1y	3y	DE
-02	Accounts payable and accrued liabilities reporting format				
-03	Contingencies reporting format				
-04	Contractual obligations and commitments reporting format				
-05	Debts due from other governments reporting format				
-06	Deferred revenue reporting format				
-07	Due from Crown corporations, agencies and funds reporting format				
-08	Leases reporting format				
-09	Long-term debt reporting format				
-10	Pension costs and obligations reporting format				
-11	Subsequent events reporting format				

SO = when the reporting standard is revised

-20 Liabilities reporting standards development case files  
(arrange alphabetically by liability title and then by statement name)

SO = when the liability reporting standard revision is approved for implementation

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

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26830 REPORTING STANDARDS - LIABILITIES (continued)

-30	Liabilities reporting standard implementation case files (arrange alphabetically by liability title)	FY+1y	5y	DE
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7y = The combined active and semi-active period of seven years ensures the records are available for reference purposes.

DE = The records in secondaries -02 to -30 can be destroyed as the formats are sufficiently documented in summaries published in the Public Accounts.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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A            SA            FD

**26840 REPORTING STANDARDS - NET EQUITY**

Records relating to the development of reporting standards for government net equity accounts to ensure consistent treatment in the development and preparation of corporate financial reports, statements, and schedules. This primary also relates to the provision to government bodies of advice and interpretation on the application of reporting standards for net equity. Includes copies of accounting policy, reference and research materials, financial formats, briefing notes, accounting association reports, instructions, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

SO+1y    5y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General		FY+1y	3y	DE
-02	Expense reporting format				
-03	Non-monetary transactions reporting format				
-04	Prior period adjustments reporting format				
-05	Related parties transactions reporting format				
-06	Revenue reporting format				

SO = when the reporting standard is revised

-20 Net equity reporting standards development case files  
(arrange alphabetically by type of equity and then by statement title)

SO = when the net equity reporting standard or revision is approved for implementation

-30	Net equity reporting standards implementation case files (arrange alphabetically by statement title)		FY+1y	5y	DE
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7y = The combined active and semi-active period of seven years ensures the records are available for reference purposes.

DE = The records in secondaries -04 to -30 can be destroyed as the formats are sufficiently documented in summaries published in the Public Accounts.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A            SA            FD

**26850 REPORTING STANDARDS - SPECIALIZED AREAS**

Records relating to the development of reporting standards for government specialized areas to ensure consistent treatment in the development and preparation of corporate financial reports, statements, and schedules. This primary also relates to the provision to government bodies of advice and interpretation on the application of reporting standards for specialized areas. Includes copies of accounting policy, reference and research materials, financial formats, briefing notes, accounting association reports, instructions, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Corporate Financial Accounting) will retain these records for:

FY+1y      3y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE
-01	General				
-02	Canadian Institute of Chartered Accountants		SO	nil	DE
-03	International accounting		SO+1y	nil	DE
-04	Not-for-profit organizations		SO+1y	nil	DE
-05	Other jurisdictions		SO+1y	nil	DE

SO = when no longer referred to

-06	Provincial Treasury reporting requirements		SO+1y	5y	DE
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SO = when reporting requirement is revised

-07	Public Sector Accounting Board		SO+1y	nil	DE
-----	--------------------------------	--	-------	-----	----

SO = when no longer referred to

-08	Treasury Board reporting requirements (includes Estimates reporting requirements)		SO+1y	5y	DE
-----	--	--	-------	----	----

SO = when reporting requirement is revised

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A            SA            FD

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26850 REPORTING STANDARDS - SPECIALIZED AREAS (continued)

-20	Government issues advice and interpretation case files (arrange alphabetically by issue title)	SO+1y	5y	DE
	SO = when the related reporting requirement is revised			
-30	Government organizations issues advice and interpretation case files (arrange by sector and alphabetically by government organization name)	SO+1y	5y	DE
	SO = when the related reporting requirement is revised			
-35	Ministry issues advice and interpretation case files (arrange alphabetically by ministry name)	SO+1y	5y	DE
	SO = when issue has been addressed by a particular reporting standard being approved for implementation			
-40	Public Sector Accounting Board exposure drafts case files (includes copies of exposure drafts, correspondence, responses to the exposure draft, project analysis and reports, and surveys respecting the exposure draft's topic areas) (arrange alphabetically by exposure draft topic)	SO+1y	5y	DE
	SO = upon completion of the minister's response to the exposure draft's subject matter			
-45	Special accounts, special funds and special operating agencies issues advice and interpretation case files (arrange alphabetically by special account, fund or operating agency title)	SO+1y	5y	DE
	SO = when the related reporting requirement is revised			
-50	Trust funds issues advice and interpretation case files (arrange alphabetically by trust fund name)	SO+1y	5y	DE
	SO = when issue has been addressed by a particular reporting standard being approved for implementation			

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A            SA            FD

DE = The records in secondaries -06 to -50 can be destroyed as the formats are sufficiently documented in summaries published in the Public Accounts.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A

SA

FD

### SECTION 7

#### CORPORATE ACCOUNTING SYSTEM SUPPORT

#### PRIMARY NUMBERS

27000 - 27999

Section 7 covers records relating to the maintenance and support of the corporate accounting system (CAS) and the data contained within the system. Financial data is dealt with in accordance with the requirements of the *Financial Administration Act* (RSBC 1996, c. 138), the *Financial Information Act* (RSBC 1996, c. 140) and other relevant provincial statutes and related regulations.

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A = Active  
SA = Semi-active  
FD = Final Disposition  
PIB = Personal Information Bank  
PUR = Public Use Records  
OPR = Office of Primary Responsibility

CY = Calendar Year  
FY = Fiscal Year  
NA = Not Applicable  
w = week m = month  
y = year

SO = Superseded or Obsolete  
DE = Destruction  
SR = Selective Retention  
FR = Full Retention  
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A            SA            FD

27100 CORPORATE ACCOUNTING SYSTEM SUPPORT - ALERT  
MANAGEMENT (continued)

DE = The CAS Initiative web site and CODE web site may be destroyed when no longer needed because they do not contain any documentation that warrants archival retention. As the web sites are updated, superseded/obsolete versions of documents on them may be destroyed in accordance with approved retention schedules. When each web site is closed, it can be destroyed after relevant schedules have elapsed and/or they documents have been classified elsewhere.

NOTE: Do not file anything in secondaries -02 and -03, except temporary copies and drafts of the web sites and web pages.

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FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
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A            SA            FD

### 27100 CORPORATE ACCOUNTING SYSTEM SUPPORT - ALERT MANAGEMENT

Records relating to managing alerts raised by Corporate Accounting System (CAS) customers. An alert is an issue relating to the CAS operations raised by a client or by CAS staff and reported through or referred to the help desk staff. Alerts are categorized into enhancement requests, questions, bugs, service requests and security alerts (including password resets).

When help desk staff (or system administration staff in the case of password reset requests) receive email or phone alerts, the alerts are logged in the Corporate Application Manager (CAM) database, prioritized, assigned to appropriate CAS staff (via email to a group or an individual), and managed until it is resolved and the individual who raised the alert is satisfied. If staff fail to resolve the problem in a timely manner, CAM will send an email reminder.

Staff assigned to resolve an alert must analyze and resolve the problem or develop the requested enhancement. When researching a problem, staff may create or obtain support documents (e.g., report samples or a copy of a ministry's financial database).

If the resolution of a problem or enhancement is major enough to require a project, the project management office assumes the task of managing the project, the file is reclassified and the alert is closed.

This primary also covers the CAS change management function, including the change management committee. The change management process is described in a procedures manual. Enhancement requests, which initiate the change process, are alerts and are dealt with in the same manner as any other alert. Enhancement requests often result in projects.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the CAM database, see the information system overview (ISO) section.

For the CAS Initiative web site, see primary 27000 and the ISO section.

(continued on next page)

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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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		<u>A</u>	<u>SA</u>	<u>FD</u>
<b>27100 <u>CORPORATE ACCOUNTING SYSTEM SUPPORT - ALERT MANAGEMENT</u> (continued)</b>				
Unless otherwise specified below, the ministry OPR (Corporate Accounting System) will retain these records for:				
		FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:				
		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures (includes Change Management Process procedures manual)	- OPR SO	5y	FR
-01	General	- <u>non-OPR</u> <u>SO</u>	<u>nil</u>	<u>DE</u>
-02	CAS problem management reports (electronic records) (includes exception reports, monthly alert volume reports, alert type cross-reference reports, the report dictionary and web site email log)	SO	nil	DE
-03	Change management committee (includes agendas, minutes and background documentation)		FY+7y	nil FR

7y = The retention is based on the seven-year period used for all committees in the *Administrative Records Classification System (ARCS)*.

FR = The government archives will fully retain CAS change management committee files because they document the history of CAS and decisions about changes made to it over time, as well as the relationship of the CAS office with government clients. All records covered by this secondary will be printed, filed, and boxed for transfer to the archives when they become inactive.

(continued on next page)

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		<u>A</u>	<u>SA</u>	<u>FD</u>
27100	<u>CORPORATE ACCOUNTING SYSTEM SUPPORT - ALERT MANAGEMENT</u> (continued)			
-20	CAS alert management case files (paper and electronic records) (covers problem identification, investigation, analysis and response) (includes client correspondence, email attachments, enhancement requests from the web site, alerts logged in CAM and the final resolution response to customer) (arrange by alert number)	SO	3y	DE
	SO = when alert is closed			
	NOTE: A field in CAM records the electronic location of the original email and attachments on the LAN.			
	NOTE: If the resolution of a problem requires a project, the alert is closed and the file is reclassified to primary 27400-20.			
	NOTE: For their semi-active period, the electronic records may be stored on compact disc or on a ministry server.			
-30	CAS problem analysis support case files (paper and electronic records) (includes sample reports, working notes, email from CAM to staff and copies of clients' financial databases) (arrange by alert number or by client)	SO	nil	DE
	SO = when alert is closed			
-40	CAS problem management guides (paper and electronic records) (includes frequently asked questions, user and operation guides, training manuals, critical systems lists and contact lists) (arrange by document or list)	SO	nil	DE

NOTE: The electronic records in this primary include but are not limited to CAM output reports, email, research and working documents on the Local Area Network (LAN). In addition to these types of electronic records, secondary -20 includes database records stored in CAM and secondary -02 includes web pages stored on the web server.

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A            SA            FD

**27200 CORPORATE ACCOUNTING SYSTEM SUPPORT - CLIENT RELATIONS (continued)**

- 20 Client relation case files  
(electronic records)  
(includes client meeting minutes, correspondence, presentations, copies of client's service level agreements)  
(arrange by name of client)
  
- 30 Client relations - issue management case files  
(electronic records)  
(covers research and analysis of problems and issues)  
(arrange by issue)

NOTE: This secondary is for issues not specific to a client.

NOTE: The electronic records in this primary include email, research and working documents on the Local Area Network (LAN). In addition to these types of electronic records, secondary -03 includes web pages stored on the web server.

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### 27300 CORPORATE ACCOUNTING SYSTEM SUPPORT - DATA MANAGEMENT

Records relating to managing various types of data held by the Corporate Accounting Services (CAS). On April 1, 2001, the CAS Oracle system replaced the CAS Walker system as the general ledger and core financial system for the provincial government. Before the CAS Walker system was installed in April 1994, there was no common financial system, although the Centralized Batch System (CBS) was used to calculate provincial financial data. Data from CBS was rolled into the CAS Walker system. This primary covers all the data now held by the Corporate Financial System (CFS) including data incorporated from the CAS Walker system.

Data held by CAS is primarily in the CFS Oracle eBusiness Suite (EBS) and includes data related to customers and vendors, fixed assets, financial transactions, and employees. The CFS employee records contain all active Government of B.C. employees as downloaded from Corporate Human Resource Information and Payroll System (CHIPS). Other types of non-CHIPS employee records are also created in the CFS (e.g. contractors). Various CFS interfaces allow ministries to “feed” customer, vendor, and financial transactions data into the CFS.

The CFS Data Warehouse (DW) (previously known as the CAS Open Data Exchange (CODE) contains portions and summaries of the data held in the CFS EBS, for easier accessibility and reporting by clients. Exception reports and performance management reports are used to maintain the CFS EBS and DW data integrity and accuracy.

Other CAS record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the CAS Oracle database, see the information system overview (ISO) section.

For the CAS Walker database, see the ISO section.

For the CODE database (CFS Data Warehouse), see the ISO section.

For financial reports, see primary 23370.

For system security changes, user IDs, passwords and changes, see secondary 27100-20.

For system maintenance and enhancement requests, see primary 27100.

For user guides, see primary 27500.

Unless otherwise specified below, the ministry OPR (Corporate Accounting Services) will retain these records for:

FY+2y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

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### [Key to ARCS/ORCS Codes and Acronyms](#)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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-00	Policy and procedures	- OPR - <u>non-OPR</u>	SO <u>SO</u>	5y <u>nil</u>	FR <u>DE</u>
-01	General				
-02	Change requests and reports (paper and electronic records) (covers changes to data about suppliers and customers as well as changes to the fee schedules and interest payment charges)		SO	nil	DE

NOTE: Changes to users' information and password resets are classified under secondary 27100-20. Changes to direct deposits are classified under secondary 23540-20.

-03	Exception and maintenance reports (paper and electronic records) (includes real time system performance reports and maintenance reports and lists) (arrange by report name or number)		SO	nil	DE
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-04	Performance management reports (electronic records) (covers records relating to the performance of the systems)				
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-05	Purged suppliers list (electronic records)		FY+6y	nil	DE
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7y = The retention is based on the six-year limitation under the *Financial Administration Act* (RSBC 1996, c.138) and is consistent with the retention period for financial records classified under ARCS.

-20	Client project account tracking case files (electronic records) (covers project budgets, expenditures, tasks, employee responsibilities and results) (arrange by client and then project)		FY+6y	nil	DE
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7y = The retention is based on the six-year limitation under the *Financial Administration Act* (RSBC 1996, c.138) and is consistent with the retention period for financial records classified under ARCS.

NOTE: This secondary is for a client's accounting of their projects, not for CAS's accounting of client projects.

NOTE: Data classified under this secondary is held in the CAS Oracle Project Accounting sub-system and in CODE.

[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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The data in CODE is sufficient for legal purposes and, therefore, CAS Oracle may be purged as needed.

PIB	-30	Customer data case files (electronic records) (covers balance and contact information) (arrange by customer)	SO	nil	DE
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SO = when a customer has been inactive for seven years

NOTE: A customer is any individual, company or organization that pays for goods and/or services provided by the government.

NOTE: Data classified under this secondary is held in the CAS Oracle Accounts Receivable sub-system and in CODE. The data in CODE is sufficient for legal purposes and, therefore, CAS Oracle may be purged as needed.

	-40	Financial transactions and budgets case files (electronic records) (includes estimates, working and actual budgets) (arrange by client and chart of account coding and supplier number)	FY+6y	nil	DE
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7y = The retention is based on the six-year limitation period under the *Financial Administration Act* (RSBC 1996, c.138) and is consistent with the retention period for financial records classified under ARCS.

NOTE: Data classified under this secondary is held in the CAS Oracle Accounts Payable, Accounts Receivable, General Ledger and Purchasing sub-systems and is summarized and partially duplicated in CODE. The data in CODE is sufficient for legal purposes and, therefore, CAS Oracle may be purged as needed.

NOTE: The chart of accounts is classified under secondary 21120-10.

	-50	Fixed asset data case files (electronic records) (covers owner and location) (arrange by client and asset)	FY+6y	nil	DE
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7y = The retention is based on the six-year limitation period under the *Financial Administration Act* (RSBC 1996, c.138) and is consistent with the retention period for financial records classified under ARCS.

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### [Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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NOTE: Data classified under this secondary is held in the CAS Oracle Fixed Assets sub-system and in CODE. The data in CODE is sufficient for legal purposes and, therefore, CAS Oracle may be purged as needed.

-60	Supplier case file data (covers supplier name, business number, employee number, social insurance number (encrypted), banking information and address information, and attached forms and correspondence)	SO	nil	DE
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SO = when supplier is deemed inactive and when additional destruction criteria conditions have been met (see below):

- a General Supplier is deemed inactive when supplier has not been updated in last seven years, and there are no financial transactions on any of the supplier sites in last seven years. The inactive General Supplier case file data can then only be destroyed once all other transactional data involving the General Supplier in the CFS suite of applications have been destroyed;
- a Ministry of Social Development and Poverty Reduction's (SDPR's) Protected Supplier is deemed inactive at the request of the Ministry, when no longer on the list of protected suppliers, no longer required to support the data in the Management Information System (MIS) and when the retention period of the data in the MIS system have been met. The inactive SDPR Protected Supplier case file data can then only be destroyed once the supplier has not been updated in last seven years, and there are no financial transactions on any of the supplier sites in last seven years and all other transactional data involving the SDPR Protected Supplier in the CFS suite of applications have been destroyed;
- a Pharmacare Supplier is deemed inactive at the request of the Ministry when the supplier is obsolete because a related business no longer exist. The inactive Pharmacare Supplier case file data can then only be destroyed once the supplier has not been updated in last seven years, and there are no financial transactions on any of the supplier sites in last seven years and all other transactional data involving the Pharmacare

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### [Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Supplier in the CFS suite of applications have been destroyed; or

- an Employee Supplier is deemed inactive 30 days after their PeopleSoft employee record is inactivated and there are no active financial transactions on the employee supplier. The inactive Employee Supplier case file data can then only be destroyed once the supplier has not been updated in last seven years, and all other transactional data involving the Employee Supplier in the CFS suite of applications have been destroyed.

NOTE: The retention for Supplier case file data is based on business requirements and the six-year limitation period under the *Financial Administration Act* (RSBC 1996, c.138). Seven years is also required to meet CAS and stakeholder needs.

NOTE: A General Supplier is set up in CFS for the purposes of the Government of B.C. paying it for a) goods and/or services provided to the Government of B.C., as well as b) for other payments due to the supplier by the Government of B.C (e.g. under government programs).

NOTE: A supplier site is a record in the system signifying the address/location of a supplier.

NOTE: Pharmacare suppliers have two interdependent sites per supplier. One site is used for receiving payments and the other site contains additional supplier information required to properly process payments. Both are required to stay active to avoid application processing issues.

NOTE: SDPR uses suppliers in the CFS which do not have financial transactions in the CFS, but are still required for financial transactions processed in SDPR's MIS application.

NOTE: Data classified under this secondary is held in the CFS Oracle eBusiness Suite Accounts Payable sub-system and in the CFS Data Warehouse.

PIB	-70	User/employee data case files (electronic records) (covers user id, contact information, password, activities, and security and access definitions)	SO	nil	DE
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### [Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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(arrange by name and number)

SO = when an employee has left and data is inactive for one year

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A            SA            FD

### 27400 CORPORATE ACCOUNTING SYSTEM SUPPORT - PROJECTS

Records relating to management and operation of all Corporate Accounting System (CAS) projects. CAS projects include both business-related projects (internal and external); and system-related projects (integration, development, enhancement, module testing).

Project management includes tracking every aspect of a project's life from conception and business analysis, design and development, testing and implementation, to production and review. It also involves establishing standards and guidelines for the use of project management tools, providing support with the analysis and interpretation of the planning tool outputs and monitoring project plans for consistency in the application of standards, adherence to planning guidelines, accuracy, and timeliness of information.

Projects proceed through a number of steps, but since every project is unique, a step may be complex for one project, but simple or even omitted altogether with the next project. Typically, project operation begins with a business analysis in order to identify the business requirements. The project then proceeds through a functional design phase and a development phase. It is then migrated (i.e., transferred) to a system test. After testing, user documentation and training materials are created and the end user is trained. (Note: primary 27500 covers training and user documentation.) The project then goes into production and implementation. A review process may follow. Clients are consulted throughout the project's life.

Projects may cover annual functions such as the production of the "Statement of Pension, Retirement, Annuity, and Other Income" tax forms (T4As) or fiscal year end reporting. For example, the fiscal year end project requires the creation of CAS procedures in order to organize and schedule the year-end process for government bodies included in the Consolidated Revenue Fund (CRF). These CAS systems information procedures complement the provincial accounting procedures. Records of the process of creating and distributing these procedures, as well as all the communication, issues, tasks and the post mortem review records, are classified under this primary.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
27400 <u>CORPORATE ACCOUNTING SYSTEM SUPPORT - PROJECTS</u> (continued)			
-20 CAS project case files (electronic records) (covers analysis, design, development, testing and implementation as well as project issues) (includes project plan and various other project related plans that do not require a signature [communication, deployment, system test, documentation, implementation, CAS skills transfer], project specific contract information [status reports, time sheets, meeting minutes, recommendations] as well as the technical design documents, test packages, test logs, production reviews and post-production logs) (arrange by project number, then phase of project)	SO+3y	nil	DE

SO = when project is complete and has been reviewed

NOTE: All project training, training materials and user documentation is classified under primary 27500.

NOTE: The electronic records in this secondary include but are not limited to CAS Oracle output reports, raw data, email, research and working documents on the LAN. Some of the information in the electronic documents is used to update CAS Oracle Foundational (e.g., adding users).

-30 CAS project management case files (paper records) (includes impact assessments, terms of reference, decision and issue papers, migration forms, change requests and project reviews or post-mortems) (arrange by project number, then phase of project)	SO	3y	SR
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SO = when project is complete and has been reviewed

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A            SA            FD

### 27400 CORPORATE ACCOUNTING SYSTEM SUPPORT - PROJECTS (continued)

SR = The government archives will retain CAS project management documentation that provides a history of major revisions to CAS, involving high-level decision making and significant costs. CAS represents a precedent-setting "e-government" initiative. Program staff will select paper signed-off terms of reference documents (i.e., detailed project plans) and post-implementation review reports for "large" projects and box them with other records designated for full retention by the archives. All other records covered by this secondary will be destroyed when they become inactive.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
27500	<u>CORPORATE ACCOUNTING SYSTEM SUPPORT - TRAINING AND USER DOCUMENTATION</u> (continued)			
-02	CAS training registration system (electronic database)	SO	nil	DE
	SO = when database is updated or obsolete, or when government no longer manages the CAS training registration system			
	NOTE: This secondary is not for filing. It is used to classify the system itself. Because this is a simple system, an information system overview has not been developed. This system tracks the registrations classified under secondary -03. The system uses an online form available on the CAS Initiative web site.			
-03	CAS training course registration and attendance (electronic records) (includes email and web site registration form)	FY+1y	nil	DE
-04	CAS user documentation and training material (electronic records) (includes final copies of user guides, lesson plans, workbooks and audiovisual, software and internet based training materials) (arrange by product, project or course title)	SO	nil	DE
-20	CAS training evaluation and report case files (electronic records) (includes email comments and spreadsheets tracking responses and reports) (arrange by product, project or course title)	FY+1y	nil	DE
-30	CAS training course package case files (paper and electronic records) (covers final curricula) (arrange by product, project or course title)	SO	nil	DE
	SO = when the course package is updated and any evaluations or reviews are complete			

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		<u>A</u>	<u>SA</u>	<u>FD</u>
27500	<u>CORPORATE ACCOUNTING SYSTEM SUPPORT - TRAINING AND USER DOCUMENTATION</u> (continued)			
-40	CAS training strategy development case files (paper and electronic records) (includes workshop and facility schedules, and curriculum drafts) (arrange by product, project or course title)	SO	nil	DE
-50	CAS user documentation and training material development case files (paper and electronic records) (includes drafts of user guides, lesson plans, workbooks, and audiovisual, internet- and software-based training materials) (arrange by product, project or course title)	SO	nil	DE

NOTE: The electronic records in this primary include email, research, working and final documents on the Local Area Network (LAN). In addition to these types of electronic records, secondaries -02 and -03 include CAS Initiative web site forms.

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A            SA            FD

### 27700 T4A SYSTEM SUPPORT

Records relating to the task of producing T4A forms, with the support of the T4A System and the data held by the T4A System. The federal tax form "Statement of Pension, Retirement, Annuity, and Other Income" is commonly identified as the T4A.

The purpose of the T4A System is to facilitate the process of producing T4A tax receipts by reducing the manual effort required to sort the T4As, automating the production of the T4As through BC Mail Plus and retaining the historical information for inquiries.

The data files used to create the annual T4A tax receipts for the provincial government are produced using the T4A System, which imports financial and personal information from the CAS Open Data Exchange (CODE) data warehouse. Once the T4A records are reconciled and manipulated by the client, they are stored to a history file. Clients may include any government body.

Support of the T4A System involves reviewing reference material from other jurisdictions, distributing information releases, maintaining the Canada Customs and Revenue Agency (CCRA) codes, ministry T4A Footnote Codes, and ministry selection criteria on behalf of clients.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

NOTE: The retention schedule is based on the calendar year because the generation of T4As is linked to the federal tax schedule.

NOTE: Records that are project related are classified under primary 27400.

For the CAS Initiative web site, see primary 27000 and the information system overview (ISO) section.

For client communication, issues management, issues log, task list and post-mortem, see primary 27400.

For the CODE database, see the information system overview (ISO) section.

For T4A users' guide, see primary 27500.

For the T4A System database, see the ISO section.

For the file used to transfer information to BC Mail or to the CCRA, see secondary 23370-04.

For system maintenance and enhancement requests, see primary 27100.

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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			<u>A</u>	<u>SA</u>	<u>FD</u>
27700	<u>T4A SYSTEM SUPPORT</u> (continued)				
	Unless otherwise specified below, the ministry OPR (Corporate Accounting System) will retain these records for:		CY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	T4A annual codes and criteria (electronic records) (covers the T4A Footnote Codes and the general ledger selection criteria)		CY+2y	4y	DE
	7y = The retention is based on the six-year limitation period under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).				
-03	T4A reference material and client information (electronic records) (covers CCRA bulletins and web pages, BC Mail procedure documents, communiqués, presentations and minutes of informational meetings)		SO	nil	DE
PIB -20	T4A case files (electronic records) (arrange by individual)		SO	nil	DE
	SO = when the history case file is generated				
PIB -30	T4A history case files (electronic records) (covers original T4A dataset from the Ministry of Education) (arrange by client and program)		CY+2y	4y	DE
	7y = The retention is based on the six-year limitation period under the <i>Limitation Act</i> (RSBC 1996, c. 266, s. 3).				
	NOTE: For their semi-active period, the electronic records may be stored on compact disc or on a ministry server.				

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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A                      SA                      FD

27700 T4A SYSTEM SUPPORT (continued)

NOTE: The electronic records in the subject secondaries include but are not limited to email, reference material, research and working documents on the Local Area Network (LAN) and on the web server. In addition, the electronic records in the case file secondaries includes database records stored in the T4A system and a dataset file stored on the LAN.

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### INFORMATION SYSTEM OVERVIEW SECTION

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### INFORMATION SYSTEM OVERVIEW

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Bank Reconciliation System (BRS)

#### **Purpose**

The purpose of the BRS is to record, track, and reconcile provincial government client bank accounts (e.g., government agents [GA], legislative assembly, US dollars, Guaranteed Available Income for Need [GAIN, also known as senior supplements]). In addition, all cheques issued, stopped, reversed, paid and outstanding are tracked and reconciled to the bank accounts through the BRS.

#### **Information Content**

BRS contains data about the provincial government's bank accounts (e.g., balance, account type, financial institution) and the cheques applied against the accounts. Outstanding cheques are tracked until they are resolved.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

The provincial treasury inputs the cashed cheque records, stop payment orders and cheque reversals. Clients input lists of all cheques issued. Inputs to the BRS are recorded and tracked separately within the system for six months for easy access and reference.

##### **Processes**

BRS matches issued cheques against paid, reversed and stop payment cheques. Unmatched cheques are considered outstanding and remain active in the system.

##### **Outputs**

BRS outputs consist of exception reports, matched and unmatched cheque lists and various financial reports. Outputs from the BRS are recorded and tracked separately within the system for six months for easy access and reference. A nightly export updates the Corporate Accounting System (CAS) Oracle General Ledger (see CAS Oracle/GL ISOS).

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
23640-03	Bank reconciliation system input/output history
23640-30	Cheque case files

#### Inputs

Secondary No.	Secondary Title
23640-20	Bank account reconciliation case files

#### Outputs

Secondary No.	Secondary Title
23640-04	Matched cheque list
23640-05	Unmatched cheque list
23640-20	Bank account reconciliation case files
27300-40	Financial transactions and budgets case files

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting Services

#### **System Title**

Corporate Accounting System Open Data Exchange (CODE)

#### **Purpose**

The purpose of CODE is to store the provincial government's financial data (i.e., data warehousing) and to provide easier reporting capability and access to the data for clients via the CODE web site (see ISOW).

#### **Information Content**

The information contained in CODE includes portions and summaries of most of the information contained in the various CAS Oracle sub-systems and some of the CAS Walker tables (see ISOs).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

CODE inputs are based entirely on information loaded from the CAS Oracle and CAS Walker financial systems. Nightly journals are imported from CAS Oracle. The information from CAS Walker is no longer updated as the data is not changing.

##### **Processes**

CODE transforms, summarizes and stores financial data. The transforming and summarizing of data is performed in order to streamline the data required for reporting.

##### **Outputs**

CODE outputs consist of clients' financial reports or downloads of raw data. Reports are created through Oracle Discoverer or Oracle Reports.

System exception reports and performance management reports are produced by the CAS office in order to manage the system.

#### **Technical Maintenance**

At the time of publication of this ORCS, the CFS has no purge capability enabled, and the records will remain in the system until functionality is established to apply the retentions, or the data is migrated to a new system. For retention and disposition schedules, see relevant primaries, which are listed in the classification section below. Also see the system scheduling and disposition section at the end of this ISO.

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[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

### Classification

#### Electronic System

The electronic system is not classified in the ORCS. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-20	Client project account tracking case files
27300-30	Customer data case files
27300-40	Financial transactions and budgets case files
27300-50	Fixed asset data case files
27300-60	Supplier case file data

#### Inputs

Secondary No.	Secondary Title
27300-20	Client project account tracking case files
27300-30	Customer data case files
27300-40	Financial transactions and budgets case files
27300-50	Fixed asset data case files
27300-60	Supplier case file data

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
27300-03	Exception and maintenance reports
27300-04	Performance management reports

Clients produce all of the financial reports from CODE. These records are classified in ARCS Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the ARCS manual.
- For the related system and subsystems, see ISO and other ISOs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### **System Scheduling and Disposition**

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### **INFORMATION SYSTEM OVERVIEW** **For a System with Subsystems**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting Services

#### **System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

#### **Subsystem Titles**

CAS Oracle Financials Accounts Payable (AP)  
CAS Oracle Financials Accounts Receivable (AR)  
CAS Oracle Financials Fixed Assets (FA)  
CAS Oracle Financials Foundational (Foundational)  
CAS Oracle Financials General Ledger (GL)  
CAS Oracle Financials Project Accounting (PA)  
CAS Oracle Financials Purchasing (PO)

#### **Purpose**

The purpose of CAS Oracle is to provide the provincial government and clients with budget planning, financial data processing, reporting, tracking and storage. Clients may include any ministry, Crown corporation or agency.

#### **Information Content**

CAS Oracle includes data about financial transactions involving the provincial government. This includes: payments to the provincial government; transfers of funds within government; payments by the government to employees, vendors and suppliers; selling, purchasing and tracking government assets; creating and tracking the budgets and actual expenditures and revenues, both of clients and of the government as a whole; and the submission and payment of travel expenses.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### INFORMATION SYSTEM OVERVIEW For a Subsystem

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

**Subsystem Title**

CAS Oracle Financials Accounts Payable (AP)

**Purpose**

AP processes and stores all payment and transaction data including supplier invoices, travel vouchers (through the "iExpenses" function), temporary and standing advances (e.g., travel, petty cash), debit and credit memos, grants and contributions, and contract payments and holdbacks. The iExpenses function is documented with a form used to enter travel information into AP.

**Information Content**

AP contains data about accounts payable financial transactions (e.g., debit, vendor, date, cost centre [expenditure responsibility]).

**Inputs, Processes, and Outputs****Inputs**

Clients input their data into the AP sub-system online or through the CAS Generic Interface (CGI). CGI is a tool used by clients to transfer data between their financial systems and CAS Oracle.

**Processes**

AP processes invoice information, which instigates the payment process.

**Outputs**

AP outputs consist of payments and financial reports. Payments are either Electronic Fund Transfers (EFTs) or cheques. Cheques are printed daily by an application called the Payment Production Facility (PPF) and EFTs are deposited automatically by the payment sub-system. Payment inquiries by clients or by CAS staff result in financial reports. AP regularly exports a copy of the transactional data to CAS Open Data Exchange (see CODE ISO).

System exception reports and performance management reports are produced by CAS staff in order to manage the system.

**Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-40	Financial transactions and budgets case files

#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

Clients input all of the payment and transactional data using their financial records. These records are classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
23400-04	Payment reports
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-40	Financial transactions and budgets case files

Clients produce most of the financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

#### **Subsystem Title**

CAS Oracle Financials Accounts Receivable (AR)

#### **Purpose**

AR is used to track moneys owed to the BC Government. It allows clients to enter customers and AR transactions, apply payments to invoices, produce customer account statements and invoices, and track and initiate collections activities.

#### **Information Content**

AR contains accounts receivable financial data (e.g., credit, date, account code) and customer information (e.g., contact, balances and customer id). Fees and interest charges are also tracked in AR.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Clients input their data into the AR sub-system online or through the CAS Generic Interface (CGI). CGI is a tool used by clients to transfer data between their financial systems and CAS Oracle. Changes to a customer's file may also be entered by CAS staff after receiving a change request.

##### **Processes**

AR allows clients to apply payments to invoices and track and initiate collections activities.

##### **Outputs**

AR outputs consist of customer account statements and invoices. Invoices are sent in electronic form to be printed by the client or by BC Mail plus. Financial reports may be produced by clients or by CAS staff. AR regularly exports a copy of the transactional data to the CAS Open Data Exchange (see CODE ISO).

Change reports, system exception reports and performance management reports are produced by CAS staff in order to manage the system.

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-30	Customer data case files
27300-40	Financial transactions and budgets case files

#### Inputs

Secondary No.	Secondary Title
27300-02	Change requests and reports

Clients input all of the transactional data using their financial records. Usually clients input the customer information. These records are classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
27300-02	Change requests and reports
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-30	Customer data case files
27300-40	Financial transactions and budgets case files

Clients produce most of the financial reports, including customer statements. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

**Subsystem Title**

CAS Oracle Financials Fixed Assets (FA)

**Purpose**

FA tracks asset value, location, category (e.g., building, property, vehicle, audio-visual equipment) and ownership. Assets are set up upon acquisition and are tracked as depreciation, transfer or disposal occurs.

**Information Content**

FA contains all data about assets (e.g., original and current value, location and ownership).

**Inputs, Processes, and Outputs****Inputs**

FA inputs are entered online by clients through the Asset Workbench and information is also gathered through the Accounts Payable sub-system (see CAS Oracle/AP ISOS). The Asset Workbench is a tool used by clients to access the FA system and to transfer data between their financial systems and the FA system.

**Processes**

FA calculates depreciation, tracks ownership, disposals and transfers.

**Outputs**

FA outputs consist of asset reports of various types printed by clients. FA also exports a copy of the asset data to the CAS Open Data Exchange (see CODE ISO).

System exception reports and performance management reports are produced by CAS staff in order to manage the system.

**Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-50	Fixed asset data case files

#### Inputs

##### Secondary No. Secondary Title

Clients input all of the fixed asset data using their inventory and financial records. These records are classified in *ARCS* Sections 2, 3 and 4 – BUILDINGS AND PROPERTIES, EQUIPMENT AND SUPPLIES, and FINANCE.

#### Outputs

Secondary No.	Secondary Title
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-50	Fixed asset data case files

Clients produce all of the inventory and financial reports. These records are classified in *ARCS* Sections 2, 3 and 4 – BUILDINGS AND PROPERTIES, EQUIPMENT AND SUPPLIES, and FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

**Subsystem Title**

CAS Oracle Financials Foundational (Foundational)

**Purpose**

Foundational is CAS Oracle's core system to which all other sub-systems connect. It serves the security, access and system administration functions for CAS Oracle.

**Information Content**

Foundational contains data about the system's configuration data, performance levels, processes and users (e.g., user id, contact information, password, activities, security and access definitions).

**Inputs, Processes, and Outputs****Inputs**

Foundational inputs are entered by CAS system administration staff. Change requests are received and tracked through the alert management system, Corporate Application Manager (see CAM ISO) or are generated as a deliverable by a project.

**Processes**

Foundational governs the functionality of the sub-systems and the system as a whole. It permits and defines user security and access to the various CAS Oracle sub-systems. It also tracks and reports on the real time performance levels of the hardware and software.

**Outputs**

Foundational outputs consist of exception reports, performance management reports, and real time system performance reports.

**Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-70	User/employee data case files

#### Inputs

Secondary No.	Secondary Title
27100-20	CAS alert management case files
27400-20	CAS project case files

#### Outputs

Secondary No.	Secondary Title
27300-03	Exception and maintenance reports
27300-04	Performance management reports

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see *ISO* and other *ISOSs*.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

**Subsystem Title**

CAS Oracle Financials General Ledger (GL)

**Purpose**

CAS Oracle General Ledger (GL) is a complete financial management system for provincial government ministries, Crown corporations and agencies. GL has several functions that end-users execute to enter and correct journals, run reports, and perform inquiries on their financial data. Clients may create journals directly in the GL sub-system, through any of Oracle's sub-systems, or through the CAS Generic Interface (CGI).

**Information Content**

GL contains data about client budgets (e.g., actual expenditures and revenues, working budgets), financial transactions (e.g., credit, debit, date) and the chart of accounts (i.e., client financial coding).

**Inputs, Processes, and Outputs****Inputs**

GL financial inputs are entered by clients directly into the general ledger online, through the CAS Generic Interface (CGI), or indirectly through the other CAS Oracle sub-systems (e.g., Accounts Payable, Purchasing, Fixed Assets). CGI is a tool used by clients to transfer data between their financial systems and CAS Oracle. GL also loads budget and Chart of Accounts information from the Integrated Chart of Accounts and Budget Sub-system (ICBM) interface.

**Processes**

GL organizes, tracks and performs calculations with the financial data it holds, including the approved and actual budgets for clients. It updates the financial data it holds by accessing the data held in other CAS Oracle sub-systems.

**Outputs**

GL outputs consist of various financial reports. Financial reports, including the public accounts reporting, may be produced by clients or by CAS. GL exports a copy of the transactional data to the CAS Open Data Exchange (see CODE ISO).

System exception reports and performance management reports are produced by CAS staff in order to manage the system.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Technical Maintenance

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-40	Financial transactions and budgets case files

#### Inputs

##### Secondary No. Secondary Title

Clients input all of the transactional data using their financial records. These records are classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-40	Financial transactions and budgets case files

Clients produce most of the financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### **System Scheduling and Disposition**

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

#### **Subsystem Title**

CAS Oracle Financials Project Accounting (PA)

#### **Purpose**

PA tracks the costs or revenue associated with a client's projects at a work level by employee or department and by task and responsibility. Clients determine which projects to track using PA.

#### **Information Content**

PA contains data about a project's budget, costs and revenues as well as the organization of the project. As of September 2002, the sub-system is no longer being used and it contains information from a single client for only two fiscal years.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

PA inputs are entered by clients through the PA sub-system.

##### **Processes**

PA tracks a project's budget expenditures and revenues.

##### **Outputs**

PA outputs consist of financial and project reports. When active, PA regularly exports a copy of the financial data to the CAS Open Data Exchange (see CODE ISO).

System exception reports and performance management reports are produced by CAS staff in order to manage the system.

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-20	Client project account tracking case files

#### Inputs

##### Secondary No. Secondary Title

Clients input their project accounting data using their project and financial records. The financial records are classified in *ARCS* Section 4 – FINANCE and project records may be classified in the appropriate *ORCS*.

#### Outputs

Secondary No.	Secondary Title
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-20	Client project account tracking case files

Clients produce all of the project and financial reports. The financial records are classified in *ARCS* Section 4 – FINANCE and their project records may be classified within their *ORCS*.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting Services

#### **System Title**

Corporate Accounting System Oracle Financials Accounting Application (CAS Oracle)

#### **Subsystem Title**

CAS Oracle Financials Purchasing (PO)

#### **Purpose**

PO tracks and records all types of purchase instruments, including purchase orders, contracts, letters of agreement and requisitions submitted to the Purchasing Commission. It also tracks the suppliers involved in purchasing. This sub-system has replaced the Supplier Code Database as of July 6, 2002 and the data was transferred to the PO system.

#### **Information Content**

PO contains data about financial commitments (e.g., credit, debit, date) and employees and suppliers (e.g., contact and bank information, balances, and supplier or employee number).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Clients input their data into the PO sub-system online or through the CAS Generic Interface (CGI). CGI is a tool used by clients to transfer data between their financial systems and CAS Oracle. CAS staff may directly enter change to suppliers or employees after receiving a change request.

##### **Processes**

PO creates and tracks purchase orders and requisitions.

##### **Outputs**

PO outputs consist of supplier purchase orders, requisitions and financial reports, including commitment reports. Financial reports may be produced by clients or by CAS staff. PO regularly exports a copy of the transactional data to the CAS Open Data Exchange (see CODE ISO) and updates the General Ledger and Accounts Payable sub-systems (see GL and AP ISOSs).

Change reports, system exception reports and performance management reports are produced by CAS staff in order to manage the system.

#### **Technical Maintenance**

At the time of publication of this ORCS, the CFS has no purge capability enabled, and the records will remain in the system until functionality is established to apply the retentions, or the data is migrated to a new system. For retention and disposition schedules, see relevant

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[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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primaries, which are listed in the classification section below. Also see the system scheduling and disposition section at the end of this ISO.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-40	Financial transactions and budgets case files
27300-60	Supplier case file data

#### Inputs

Secondary No.	Secondary Title
27300-02	Change requests and reports

Clients input the purchasing data using their financial records. Usually clients also input the supplier information. These records are classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
23400-03	Cheque stock control
23400-04	Payment reports
23530-02	Alphabetical supplier list
23530-04	Supplier code master list
27300-02	Change requests and reports
27300-03	Exception and maintenance reports
27300-04	Performance management reports
27300-40	Financial transactions and budgets case files
27300-60	Supplier case file data

Clients produce most of the financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

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### Other Related Records

- For administrative records relating to the system, see ARCS section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the ARCS manual.
- For the related system and subsystems, see ISO and other ISOs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the ARCS manual.

### System Scheduling and Disposition

The system will be destroyed when all data has been migrated to a new system performing the same function, or when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### **INFORMATION SYSTEM OVERVIEW** **For a System with Subsystems**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Corporate Accounting System Walker Financials (CAS Walker)

#### **Subsystem Titles**

CAS Walker Financials Accounts Payable (Walker AP)  
CAS Walker Financials General Ledger (Walker GL)  
CAS Walker Financials Purchasing (Walker PO)

#### **Purpose**

The purpose of CAS Walker was to provide provincial government clients with financial data processing, tracking and storage. Clients included any ministry, Crown corporation or agency, as well as the legislative assembly. On April 1, 2001, CAS Oracle replaced CAS Walker as the core financial system for the provincial government. Before CAS Walker was installed in April 1994, there was no common financial system, although the Centralized Batch System (CBS) was used to calculate provincial financial data. Note: Although the data from CBS was rolled into CAS Walker, CBS no longer existed when this *ORCS* was written and is not documented in this *ORCS*.

#### **Information Content**

CAS Walker includes data about financial transactions involving the provincial government. This includes: transfers of funds within government; payments by the government to employees, vendors and suppliers; purchasing government assets; and creating and tracking the budgets both of clients and of the government as a whole.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided ORCS has been implemented according to standards approved by BC Archives. For assistance in implementing ORCS, contact your Records Officer.

### INFORMATION SYSTEM OVERVIEW For a Subsystem

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Walker Financials (CAS Walker)

**Subsystem Title**

CAS Walker Financials Accounts Payable (Walker AP)

**Purpose**

Walker AP was used to process all payables documents including supplier invoices, travel vouchers, temporary and standing advances (e.g., travel, petty cash), debit and credit memos, grants and contributions, and contract payments and holdbacks. It was replaced in April 2001 by the CAS Oracle Accounts Payable sub-system (see CAS Oracle/AP ISOS) and it is no longer being updated.

**Information Content**

Walker AP contains data about financial transactions (e.g., debit, supplier, date, account coding).

**Inputs, Processes, and Outputs****Inputs**

Walker AP inputs are not performed.

**Processes**

Walker AP no longer processes any data.

**Outputs**

Walker AP outputs are no longer being performed as much of the data has been copied to the CAS Open Data Exchange data warehouse for easier access (see CODE ISO).

**Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete.

The electronic system has been copied to magnetic tape and is stored offsite in accordance with ministry policy.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
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27300-40	Financial transactions and budgets case files
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#### Inputs

Secondary No.	Secondary Title
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CAS staff input transactional data using financial records sent to the CAS office by clients. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients input transactional data using their financial records. These records were classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
---------------	-----------------

27300-40	Financial transactions and budgets case files
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CAS staff produced financial reports. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients also produced financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

Since the function performed by this system is now performed by CAS Oracle (see CAS Oracle ISO), the system will be destroyed when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere and verified.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### INFORMATION SYSTEM OVERVIEW For a Subsystem

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**System Title**

Corporate Accounting System Walker Financials (CAS Walker)

**Subsystem Title**

CAS Walker Financials General Ledger (Walker GL)

**Purpose**

Walker GL was the financial reporting system for provincial government ministries and agencies. It was replaced in April 2001 by the CAS Oracle General Ledger (see GL ISO) and is no longer being updated.

**Information Content**

Walker GL contains data about client budgets (e.g., actual revenues and expenditures, working budgets), financial transactions (e.g., credit, debit, date, account coding) and the chart of accounts (i.e., ministries' financial coding).

**Inputs, Processes, and Outputs****Inputs**

Walker GL inputs are no longer being entered.

**Processes**

Walker GL no longer processes any data.

**Outputs**

Walker GL outputs are no longer being performed as much of the data has been copied to the CAS Open Data Exchange data warehouse for easier access (see CODE ISO).

**Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete.

The electronic system has been copied to magnetic tape and is stored offsite in accordance with ministry policy.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27300-40	Financial transactions and budgets case files

#### Inputs

##### Secondary No. Secondary Title

CAS staff input transactional data using financial records sent to the CAS office by clients. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients input transactional data using their financial records. These records were classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
27300-40	Financial transactions and budgets case files

CAS staff produced financial reports. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients also produced financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

Since the function performed by this system is now performed by CAS Oracle (see CAS Oracle ISO), the system will be destroyed when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere and verified.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW** **For a Subsystem**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Corporate Accounting System Walker Financials (CAS Walker)

#### **Subsystem Title**

CAS Walker Financials Purchasing (Walker PO)

#### **Purpose**

Walker PO was used to track and record all types of purchase instruments, including purchase orders, contracts, letters of agreement and requisitions submitted to the Purchasing Commission. It was replaced in April 2001 by the CAS Oracle Purchasing sub-system and is no longer being updated.

#### **Information Content**

Walker PO contains data about financial commitments (e.g., credit, debit, date, account coding).

#### **Inputs, Processes, and Outputs**

##### **Inputs**

Walker PO inputs are no longer being entered.

##### **Processes**

Walker PO no longer processes any data.

##### **Outputs**

Walker PO outputs are no longer being performed as much of the data has been copied to the CAS Open Data Exchange data warehouse for easier access (see CODE ISO).

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete.

The electronic system has been copied to magnetic tape and is stored offsite in accordance with ministry policy.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
---------------	-----------------

27300-40	Financial transactions and budgets case files
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#### Inputs

Secondary No.	Secondary Title
---------------	-----------------

CAS staff input transactional data using financial records sent to the CAS office by clients. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients input transactional data using their financial records. These records were classified in *ARCS* Section 4 – FINANCE.

#### Outputs

Secondary No.	Secondary Title
---------------	-----------------

27300-40	Financial transactions and budgets case files
----------	---

CAS staff produced financial reports. These records were classified in Section Three: Financial Operations of the previous version of the *Office of the Comptroller General ORCS* (amendment 141530 of schedule 880967).

Clients also produced financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For the related system and subsystems, see ISO and other ISOSs.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

Since the function performed by this system is now performed by CAS Oracle (see CAS Oracle ISO), the system will be destroyed when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere and verified.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

Corporate Application Manager (CAM)

#### **Purpose**

The purpose of CAM is to record, track, and manage alerts raised by users of the various CAS managed applications. CAM is a schema constructed on Remedy's commercial software package called the Action Response System (ARS). A schema is a client customized version of a software package.

#### **Information Content**

CAM contains data about the individual initiating the alert (e.g., email address), the alert (e.g., classification, description, date) and the response (e.g., staff assignment, escalation, resolution). Help desk vendor contact information is also tracked.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

CAM inputs consist of information taken from paper and electronic correspondence, telephone, facsimile, and direct conversations. Staff assigned the task of resolving alerts also input information related to the resolution of the alert.

##### **Processes**

CAM tracks problems from creation to conclusion, which includes responses, updates, escalations and follow up with customers.

##### **Outputs**

CAM outputs consist of reports and emails to CAS staff, customers and alert reporters.

#### **Technical Maintenance**

Electronic records are maintained on the system until their retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27100-20	CAS alert management case files

#### Inputs

Secondary No.	Secondary Title
27100-20	CAS alert management case files
27100-30	CAS problem analysis support case files

#### Outputs

Secondary No.	Secondary Title
27100-02	CAS problem management reports
27100-20	CAS alert management case files
27100-30	CAS problem analysis support case files

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### **INFORMATION SYSTEM OVERVIEW**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Internal Audit and Advisory Services

#### **System Title**

Internal Audit Assignment Management System (IAAMS)

#### **Purpose**

IAAMS captures internal audit assignment, resource utilization, and internal audit assignment completion (post-mortem) information to enable the reconciliation of service results and resource utilization versus the annual internal audit master plans. In addition, IAAMS facilitates the tracking of internal audit assignments and the monitoring of client implementation action plans with respect to recommendations developed as part of the internal audit reporting process.

#### **Information Content**

The IAAMS contains the following information: details from the internal audit master plan, such as: scheduling, audit approach and/or type and resource estimates; individual assignment control sheets that detail auditee location, audit team membership, approach, audit schedule and the assignment plan; and staff time reports and internal audit completion (post-mortem) reports. IAAMS is used to produce assignment management, resource utilization and performance reports that aid in managing and reporting on the government's internal audit function.

#### **Inputs, Processes and Outputs**

The internal audit consolidated plan(s) details; details from individual assignment control sheets; audit report summaries; financial and full-time equivalent reports, client responses, surveys and action plans respecting audit recommendations; are input to the database to capture internal audit costs and results.

The audit assignment and time reporting records are keyed into IAAMS to facilitate analysis and reporting on assignment results, resource utilization, and client satisfaction or benefits based on the conduct of audits and management consulting services. The time reporting sub-system enables audit management to conduct direct, indirect and overhead versus planned resource utilization and return on investment comparisons.

The assignment management function reports on the allocation and monitoring of resources. IAAMS on-line assignment monitoring capabilities provides internal audit management with the ability to schedule and assign specialist resources to address assignment complexities, when required.

IAAMS reporting capability enables the production of reports on audit resource utilization, client satisfaction and/or benefits on the conduct of audits and management consulting services. These reports are used to evaluate audit performance and return on investment of audit resources, throughout the course of the fiscal year.

Analysis of information captured and reported upon in IAAMS, ensures audit management is able to develop and adjust the current period and future period audit master plans.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

### Technical Maintenance

Electronic records are maintained on the system until their active retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Classification

#### Electronic System

Secondary No.	Secondary Title
22120-50	Internal Audit Assignment Management System

#### Electronic Records

Secondary	Secondary Title
22120-08	Internal audit assignment management and performance analysis history file (electronic records CD-ROM)

#### Inputs

Secondary No.	Secondary Title
22000-02	Project status report
22000-03	Consolidated plans
22120-03	Audit post-mortem reports
22120-05	Client surveys and analysis files
22120-07	Financial and full-time equivalent reports
22120-09	Monthly utilization reports
22120-40	Audit recommendations status case files

#### Outputs

Secondary No.	Secondary Title
22000-03	Consolidated plans
22120-02	Annual performance report and analysis
22120-04	Audit post-mortem summary report
22120-06	Client surveys summary report

### Other Related Records

- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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- For administrative records relating to the system, see *ARCS* section 6 and other related primaries.

### **System Scheduling and Disposition**

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

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### INFORMATION SYSTEM OVERVIEW

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **System Title**

T4A System

#### **Purpose**

The purpose of the T4A System is to facilitate the process of producing the "Statement of Pension, Retirement, Annuity, and Other Income" (T4A) tax receipts by reducing the manual effort required to sort the T4As, automating the production of the T4As through BC Mail Plus and retaining the historical information for inquiries. Clients access the T4A System through the Corporate Accounting System (CAS) Initiative web site. Clients may include any government body.

#### **Information Content**

The T4A System contains the names, social insurance numbers and addresses of individuals receiving the T4As. This personal information and the transactions related to the individual's taxable income are imported and used to calculate the T4As. Finally, the history file is held in the T4A System for two full years after the tax year they report on and are then electronically stored for four more years on a local server or compact disc.

#### **Inputs, Processes, and Outputs**

##### **Inputs**

The T4A System imports relevant financial data and personal information from the CAS Open Data Exchange (CODE) data warehouse. Clients access this data in order to correct or enter information.

##### **Processes**

The financial data is sorted by the T4A System according to client and, in some cases, by program. This data is reconciled by the client.

##### **Outputs**

Once the client has verified the data, the records are assembled into a history file. Clients may produce various registers and print reports to assist in this process. The T4A System produces a consolidated file of all T4As produced, for submission to the Canada Customs and Revenue Agency (CCRA). A similar file, consisting of all T4As being issued, is sent to BC Mail Plus.

#### **Technical Maintenance**

Electronic records are maintained on the system until their active retention period is complete. The electronic records are then purged from the system. Any exceptions to this purge routine are noted under specific secondaries.

The electronic system is routinely backed up in accordance with ministry policy and with special schedule 112910 in the *ARCS* manual.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by BC Archives. For assistance in implementing *ORCS*, contact your Records Officer.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section below.

### Classification

#### Electronic System

The electronic system is not classified in the *ORCS*. The classifications for the electronic records it generates are listed below. The system schedule is provided under "System Scheduling and Disposition".

#### Electronic Records

Secondary No.	Secondary Title
27700-20	T4A case files
27700-30	T4A history case files

#### Inputs

Secondary No.	Secondary Title
27300-20	Client project account tracking case files
27300-30	Customer data case files
27300-40	Financial transactions and budgets case files
27300-50	Fixed asset data case files
27300-60	Supplier data case files
27700-02	T4A annual codes and criteria

#### Outputs

Secondary No.	Secondary Title
23370-04	Short term financial reports
23370-20	Financial report case files
27700-30	T4A history case files

Client ministries produce most of the financial reports. These records are classified in *ARCS* Section 4 – FINANCE.

#### Other Related Records

- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.

#### System Scheduling and Disposition

The system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW FOR A WEB SITE**

#### **Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

#### **Web Site Title and URL**

Corporate Accounting System (CAS) Initiative web site; [www.cas.gov.bc.ca/](http://www.cas.gov.bc.ca/)

#### **Purpose**

The purpose of the CAS Initiative web site is to provide Internet access to information about the Corporate Accounting System. It also provides the enhancement request form, systems access request forms, computer and web-based training courses, the training registration system, the CAS training and user guides, information about and links to the CAS Oracle, iExpenses, CAS Open Data Exchange and T4A system databases (see ISOs) and access to the various web-based tools used by these databases.

#### **Information Content**

The CAS Initiative web site contains:

- committee minutes and descriptions;
- user guides;
- the CAS activity reports, calendars and schedules;
- a CAS Help Desk email log (a type of FAQ/bulletin);
- computer and web-based training courses;
- and current and past newsletters and information releases.

#### **Web Site Features**

Features of the CAS Initiative web site include:

- sign-in access to CAS Oracle, iExpenses, CODE and the T4A system;
- the enhancement request form;
- systems access request forms;
- the CAS online training registration system;
- the CAS Help Desk;
- links to document viewers;
- and links to related web sites, relating to CODE, the Ministry of Finance, the Office of the Comptroller General (OCG), the OCG Policy and Procedures Manuals, the provincial Chart of Accounts, the Purchasing Commission, CHIPS, PSERC, and the BC Government Directory.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### Classification and Scheduling

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

#### Web Site

Secondary No.	Secondary Title
27000-02	CAS Initiative web site

#### Records on the Web Site

Secondary No.	Secondary Title
27100-02	CAS problem management ad hoc reports
27100-20	CAS alert management case files
27200-03	Client relation information releases
27400-20	CAS project case files
27400-30	CAS project management case files
27500-02	CAS training registration system
27500-04	CAS user documentation and training material
27500-30	CAS training course package case files
27500-40	CAS training strategy development case files
27700-03	T4A reference material and client information

### Other Related Records

- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW FOR A WEB SITE**

**Name of Creating Agency**

Ministry of Finance  
Office of the Comptroller General  
Corporate Accounting System

**Web Site Title and URL**

Corporate Accounting System (CAS) Open Data Exchange (CODE) web site;  
[cascode.gov.bc.ca/code/index.html](http://cascode.gov.bc.ca/code/index.html)

**Purpose**

The purpose of the CODE web site is to provide information about and Internet access to the CODE database.

**Information Content**

The CODE web site contains information about CODE (service description, news, information releases, etc.).

**Web Site Features**

Features of the CODE web site include:

- sign-in access to CODE;
- and links to related web sites, such as CAS Initiative, the Ministry of Finance, the BC government (BCGOV) Shared Services (for password changes), and document viewers.

**Classification and Scheduling**

Records are maintained on the web site as long as appropriate. For retention and disposition schedules covering these records, see relevant secondaries, which are listed below.

**Web Site**

<b>Secondary No.</b>	<b>Secondary Title</b>
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27000-03	CODE web site
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**Records on the Web Site**

<b>Secondary No.</b>	<b>Secondary Title</b>
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27200-03	Client relation information releases
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**Other Related Records**

- For computer system backup records, see special schedule 112910 in the *ARCS* manual.
- For administrative records relating to the web site, see *ARCS* section 6 and other relevant primaries.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX K**

**SCHEDULE OF REVISIONS  
OBSOLETE PRIMARIES AND SECONDARIES**

This appendix summarizes the obsolete classifications that were part of the 1992 Edition of the *Office of the Comptroller General ORCS* (Schedule 880967). Primaries identified in Appendix K as no longer utilized, but showing a new primary to classify records created or received, remain effective for scheduling purposes, but only when applied to records already classified under that primary or secondary prior to the date that it becomes obsolete. They must not be used for records received or created after the date that the classification becomes obsolete. In essence, these classifications are not being amended. They are simply "restricted" from ongoing use for newly received or created records. At some point, when the records to which they apply have all been destroyed or transferred to the archives, the restricted classification will no longer be used for any records. All the revisions noted reflect either: changes to program mandates; new business methods; or a consolidation of classifications (NOTE: "CAS" means "no longer required due to the on-line processing ability of the Corporate Accounting System"). An effective date for the classification being obsolete is noted.

<b>Primary and/or Secondary Section 1</b>	<b>Title</b>	<b>Effective Date YYYYMMDD</b>	<b>Rationale for Change</b>
	<b>Accounts Administration</b>		
21100	CENTRAL ACCOUNTS - GENERAL		
-30	Miscellaneous revenue (includes balance sheets)	1999/01/01	no longer required
21120	CENTRAL ACCOUNTS - CHART OF ACCOUNTS	1999/01/01	CAS
-02	Correspondence	1999/01/01	CAS
-03	Chart of Accounts data set	1999/01/01	CAS
-04	Chart of Accounts data set printouts	1999/01/01	CAS
-05	Ministry input error reports	1999/01/01	CAS
-06	Fiscal year checklist	1999/01/01	CAS
-07	Notification of account coding changes	1999/01/01	CAS
-08	Batch book	1999/01/01	CAS
-09	Edits	1999/01/01	CAS
-30	Interactive Estimate Systems (IES) Estimates	1999/01/01	CAS
21125	CENTRAL ACCOUNTS - CHART OF ACCOUNTS - CENTRAL		
-02	Correspondence	1999/01/01	CAS
-03	Ledger descriptions (FIN351)	1999/01/01	CAS
-04	Standard object of expenditure (STOB) Forms	1999/01/01	CAS
-09	Fiscal year checklist	1999/01/01	CAS
-20	Chart of Accounts Table 15	1999/01/01	no longer produced
-30	Chart of Accounts Table 20	1999/01/01	no longer produced
	(continued on next page)		
21210	CENTRAL ACCOUNTS - PAYROLL -	1997/11/01	part of the CHIPS automation initiative

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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ACCOUNTABLE ADVANCES

21220	ACCOUNTING SYSTEMS - PAYROLL - ADJUSTMENTS	1997/11/01	
21230	CENTRAL ACCOUNTS - PAYROLL - CALENDAR YEAR-END RECONCILIATIONS	1997/11/01	
21235	CENTRAL ACCOUNTS - PAYROLL - FISCAL YEAR-END RECONCILIATIONS	1997/11/01	
21240	CENTRAL ACCOUNTS - PAYROLL - LEDGER INTERFACE	1997/11/01	
21250	CENTRAL ACCOUNTS - PAYROLL - PAYABLES	1997/11/01	
21260	CENTRAL ACCOUNTS - PAYROLL - RECEIVABLES	1997/11/01	
21300	CENTRAL ACCOUNTS - REPORTING - GENERAL	1997/11/01	
21310	CENTRAL ACCOUNTS - REPORTING - CENTAC COMLIB	1997/11/01	
21410	CENTRAL ACCOUNTS - BUDGET AND VOTE MONITORING		
-02	Budget control loges	1999/01/01	
-03	Budget allotment transfers (form TBS 200)	1999/01/01	CAS
-04	Budget summary maintenance report (CA315)		
-05	CA320 budget data report		
-06	CA325 budget input summary report		
-30	CA310 adjustments case files		
21420	CENTRAL ACCOUNTS - JOURNAL VOUCHERS	1999/01/01	no longer required
21425	LEGAL ENCUMBRANCES - GENERAL	1999/04/01	function transferred to Financial Operations
21430	LEGAL ENCUMBRANCES - SET- OFFS	1999/04/01	function transferred to Financial Operations
21440	LEGAL ENCUMBRANCES - STOP- PAYS	1999/04/01	function transferred to Financial Operations
	(continued on next page)		
21470	CENTRAL ACCOUNTS - SENIOR	1999/04/01	no longer used

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### FINANCIAL OFFICERS

21600	BANK ACCOUNT RECONCILIATION – GENERAL	1999/04/01	function transferred to Financial Operations
21620	BANK ACCOUNT RECONCILIATION - GOVERNMENT AGENCIES	1999/04/01	function transferred to Financial Operations
21625	BANK ACCOUNT RECONCILIATION - GENERAL ACCOUNT	1999/04/01	
21630	BANK ACCOUNT RECONCILIATION - CONSOLIDATED ACCOUNTS	1999/04/01	function transferred to Financial Operations
21640	BANK ACCOUNT RECONCILIATION - PROGRAM ACCOUNTS	1999/04/01	function transferred to Financial Operations
21650	BANK ACCOUNT RECONCILIATION - UNITED STATES DOLLAR FUND ACCOUNTS	1999/04/01	function transferred to Financial Operations

### Section 2 INTERNAL AUDIT SERVICES

22200	INTERNAL AUDIT ASSIGNMENTS - REGULAR	1999/04/01	no longer required
22250	INTERNAL AUDIT ASSIGNMENTS - SPECIAL INVESTIGATIONS		
-02	Works-in-progress	1999/04/01	no longer required

### Section 3 Financial Operations

22275	INTERNAL AUDIT ASSIGNMENTS - CLAIMS	1999/04/01	no longer required
22300	INTERNAL AUDIT ASSIGNMENTS - OTHER PROJECTS		
-02	Works-in-progress	1999/04/01	no longer required
23100	COMPLIANCE REVIEW - GENERAL	1995/03/31	function transferred to the Ministries
23110	COMPLIANCE REVIEW - ALLOWABLE EXPENDITURES	1995/03/31	function transferred to the Ministries

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23120	COMPLIANCE REVIEW – AUDITS	1995/03/31	function transferred to the Ministries
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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23130	COMPLIANCE REVIEW - PROCEDURES AND SYSTEMS CONTROL	1995/03/31	function transferred to the Ministries
23140	COMPLIANCE REVIEW - STATISTICS	1995/03/31	function transferred to the Ministries
23300	DATA CONTROL – GENERAL	2002/09/01	All functions under this primary block are obsolete
23310	DATA CONTROL - BATCH PROCESSING	2002/09/01	All functions under this primary are obsolete
-03	Batch problems	1998/01/01	no longer prepared
-04	Voucher volume	1998/01/01	
-06	ACCUDATA sheets	1998/01/01	
-13	Listing of cash batches	1998/01/01	
23315	DATA CONTROL - INCOME ASSISTANCE RECORDS	1997/04/01	Function transferred to Ministry of Human Resources
23320	DATA CONTROL - SIGNING AUTHORITY	1998/03/31	Function transferred to the Ministries
23330	DATA CONTROL – DATA RELEASE	2002/09/01	All functions under this primary are obsolete
23410	PAYMENT INSTRUMENTS - CHEQUE PROVISION	2002/09/01	All functions under this primary are obsolete
-04	Treasury sign-offs	1999/04/01	discontinued
-05	Signature mat stock and disposition	1999/04/01	discontinued
23420	PAYMENT INSTRUMENTS – ELECTRONIC FUNDS TRANSFERS	2002/09/01	All functions under this primary are obsolete
23430	PAYMENT INSTRUMENTS – CHEQUES ON DEMAND	2002/09/01	All functions under this primary are obsolete
23440	PAYMENT INSTRUMENTS – RECORDS OF PAYMENTS PRODUCED	2002/09/01	All functions under this primary are obsolete
23500	VENDOR CODING – GENERAL	2002/09/01	Renamed SUPPLIER CODING
-03	Coding Studies	2002/09/01	Function no longer performed
23520	VENDOR CODING - CODE ALTERATIONS AND DELETIONS	2002/09/01	Renamed SUPPLIER CODING
-03	Vendor maintenance form batches (FIN 260)	1999/03/31	CAS

(continued on next page)

23530	VENDOR CODING - CODE LISTINGS	2002/09/01	Renamed SUPPLIER CODING
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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	-03	Numeric vendor listing	1999/03/31	CAS
23540		VENDOR CODING - ELECTRONIC FUNDS TRANSFERS	2002/09/01	Renamed SUPPLIER CODING
	-03	Direct deposit application summary	2002/09/01	Function no longer performed
	-04	Vendor bank information	2002/09/01	Function no longer performed
23640		BANK ACCOUNT RECONCILIATION - GENERAL		
	-02	Correspondence	1999/04/01	no longer required
23650		BANK ACCOUNT RECONCILIATION - GOVERNMENT AGENTS	2002/09/01	All functions under this primary are obsolete
	-02	Correspondence	1999/04/01	no longer required
23660		BANK ACCOUNT RECONCILIATION - GENERAL ACCOUNT	2002/09/01	All functions under this primary are obsolete
	-02	Correspondence	1999/04/01	no longer required
	-04	Counterfoils	1999/03/31	banks no longer create
	-07	In lieu - replacement cheques	1999/03/31	function transferred to the Ministries
23670		BANK ACCOUNT RECONCILIATION - CONSOLIDATED ACCOUNTS	2002/09/01	All functions under this primary are obsolete
	-02	Correspondence	1999/04/01	no longer required
23680		BANK ACCOUNT RECONCILIATION - PROGRAM ACCOUNTS	2002/09/01	All functions under this primary are obsolete
	-04	Counterfoils	1999/03/31	banks no longer create
	-07	In lieu - replacement cheques	1999/03/31	function transferred to the Ministries
23690		BANK ACCOUNT RECONCILIATION - UNITED STATES DOLLAR FUND ACCOUNTS	2002/09/01	All functions under this primary are obsolete
	-02	Correspondence	1999/03/31	no longer required
	-04	Counterfoils	1999/03/31	banks no longer create

**Section 4 Payroll Operations**

24000		PAYROLL OPERATIONS - GENERAL	1997/11/01	function transferred to the Public Service Employee Relations Commission (PSERC) as part of the CHIPS automation initiative
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24100		PAYROLL OPERATIONS - PAY RECORDS	1997/11/01	function transferred to the PSERC as part of the CHIPS automation initiative
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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24105	PAYROLL OPERATIONS - NON VALID PAYROLL CHEQUES	1997/11/01	function transferred to the PSERC as part of the CHIPS automation initiative
24110	PAYROLL OPERATIONS - BATCH CONTROL	1997/11/01	function transferred to the PSERC as part of the CHIPS automation initiative
24120	PAYROLL OPERATIONS - BONDS OF INDEMNITY	1997/11/01	function transferred to the PSERC as part of the CHIPS automation initiative
24130	PAYROLL OPERATIONS - WORKER'S COMPENSATIONS	1997/11/01	function transferred to the PSERC as part of the CHIPS automation initiative
24200	DEDUCTIONS - GENERAL	1997/11/01	
24210	DEDUCTIONS - CANADA SAVINGS BONDS - GENERAL	1997/11/01	
24220	DEDUCTIONS - CANADA SAVINGS BONDS - CLEARING ACCOUNT	1997/11/01	
24230	DEDUCTIONS - GARNISHMENTS	1999/04/01	
24240	DEDUCTIONS - STATUTORY	1997/11/01	
24290	STATEMENTS - GENERAL	1997/11/01	
24300	STATEMENTS - INCOME TAX T4'S GENERAL	1997/11/01	
24310	STATEMENTS - INCOME TAX T4'S - AMENDED STATEMENTS	1997/11/01	
24390	SYSTEMS REPORTS - GENERAL	1997/11/01	
24400	SYSTEMS REPORTS - EDITS	1997/11/01	
24420	SYSTEMS REPORTS - CROSS REFERENCE	1997/11/01	
24440	SYSTEMS REPORTS - PAYROLL GENERATION	1997/11/01	

**Section 5 Financial Management**

25000	FINANCIAL MANAGEMENT - GENERAL		
-02	Correspondence	1999/01/01	no longer required
	(continued on next page)		
25200	SYSTEMS DEVELOPMENT - GENERAL		
-02	Correspondence	1999/01/01	no longer required

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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25210	SYSTEMS DEVELOPMENT - ASSET MANAGEMENT	1999/01/01	function no longer performed by the Office of the Comptroller General
25230	SYSTEMS DEVELOPMENT - DISBURSEMENTS	1999/01/01	function no longer performed by the Office of the Comptroller General
25240	SYSTEMS DEVELOPMENT - GENERAL LEDGER	1999/01/01	function no longer performed by the Office of the Comptroller General
25250	SYSTEMS DEVELOPMENT - LIABILITIES	1999/01/01	
25270	SYSTEMS DEVELOPMENT - PERSONNEL MANAGEMENT	1999/01/01	
25280	SYSTEMS DEVELOPMENT - PURCHASE ORDERS/ACCOUNTS PAYABLE	1999/01/01	
25400	TRAINING - GENERAL		
-02	Correspondence	1999/01/01	no longer required
25410	TRAINING - COURSE ADMINISTRATION	1997/04/01	function transferred to the Ministry of Education, Skills and Learning
25500	ORGANIZATIONAL DEVELOPMENT - GENERAL	1999/01/01	function no longer performed by the Office of the Comptroller General
25510	ORGANIZATIONAL DEVELOPMENT - PROGRAM ADMINISTRATION	1999/01/01	function no longer performed by the Office of the Comptroller General
25520	ORGANIZATIONAL DEVELOPMENT - PROGRAM DEVELOPMENT	1999/01/01	function no longer performed by the Office of the Comptroller General
25530	ORGANIZATIONAL DEVELOPMENT - ASSESSMENTS	1999/01/01	
25600	SOFTWARE TRIALS AND EVALUATIONS - GENERAL		
-02	Correspondence	1999/01/01	no longer required
-20	Case files	1999/01/01	no longer required
25610	SOFTWARE TRIALS AND EVALUATIONS - ASSET MANAGEMENT	1999/01/01	function transferred to the Ministries
(continued on next page)			
25620	SOFTWARE TRIALS AND EVALUATIONS - COMBINED SYSTEMS	1999/01/01	
25630	SOFTWARE TRIALS AND EVALUATIONS - DISBURSEMENTS	1999/01/01	

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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25640	SOFTWARE TRIALS AND EVALUATIONS - GENERAL LEDGER	1999/01/01	
25650	SOFTWARE TRIALS AND EVALUATIONS - LIABILITIES	1999/01/01	
25660	SOFTWARE TRIALS AND EVALUATIONS - PAYROLL	1999/01/01	
25670	SOFTWARE TRIALS AND EVALUATIONS - PERSONNEL MANAGEMENT	1999/01/01	function transferred to the Ministries
25680	SOFTWARE TRIALS AND EVALUATIONS - PURCHASE ORDERS/ACCOUNTS PAYABLE	1999/01/01	
25690	SOFTWARE TRIALS AND EVALUATIONS - REVENUE SYSTEMS	1999/01/01	
<b>Section 6 Corporate Financial Reporting</b>			
26000	CORPORATE FINANCIAL REPORTING - GENERAL		
-04	Special Warrants	1999/03/31	no longer required
26030	ANALYSIS AND REPORTING - SEQUENTIAL MINISTRY	1999/03/31	Classify records received or created after 1999/03/31 under primary 26850
26040	ANALYSIS AND REPORTING - SEQUENTIAL CROWN CORPORATIONS AND AGENCIES	1999/03/31	Classify records received or created after 1999/03/31 under primary 26850
26050	ANALYSIS AND REPORTING - SEQUENTIAL - SPECIAL ACCOUNTS	1999/03/31	Classify records received or created after 1999/03/31 under primary 26850
26060	ANALYSIS AND REPORTING - SEQUENTIAL - SPECIAL FUNDS	1999/03/31	Classify records received or created after 1999/03/31 under primary 26850
(continued on next page)			
26100	FINANCIAL ADMINISTRATION ACT REPORTING - GENERAL	1999/03/31	Classify records received or created after 1999/03/31 under primary 26000
26340	FINANCIAL ADMINISTRATION ACT REPORTING - SPECIAL ACCOUNTS	1999/03/31	Classify records received or created after 1999/03/31 under primaries 26015 or 26850

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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26350	FINANCIAL ADMINISTRATION ACT REPORTING - SPECIAL FUNDS	1999/03/31	Classify records received or created after 1999/03/31 under primaries 26015 or 26850
26400	FINANCIAL ADMINISTRATION ACT REPORTING - CONSOLIDATED FINANCIAL STATEMENTS	1999/03/31	Classify records received or created after 1999/03/31 under primaries 26015 or 26850
26420	FINANCIAL ADMINISTRATION ACT REPORTING - TRUST FUNDS	1999/03/31	Classify records received or created after 1999/03/31 under primaries 26010 or 26850
26460	FINANCIAL ADMINISTRATION ACT REPORTING - DETAILED SCHEDULES OF PAYMENTS	1999/03/31	Current practices result in this primary being obsolete
26500	FINANCIAL ADMINISTRATION ACT REPORTING - DIGEST	1999/03/31	Classify records received or created after 1999/03/31 under primary 26025
26700	TRANSACTION REPORTS	1999/03/31	Classify these records under primaries 26010 to 26025, based on type of report

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**APPENDIX L**

**SCHEDULE OF REVISIONS  
SUPERSEDED PRIMARIES AND SECONDARIES**

This appendix summarizes the superseded classifications that were part of the 1992 Edition of the *Office of the Comptroller General ORCS* (Schedule 880967). Superseded classifications are those for which the function or activity continues to be carried out by the ministry/agency but, for various reasons, records relating to that function or activity are filed under a new alternate classification number. Superseded classifications can not be used to classify newly created or received records. All records formerly classified under superseded classifications must be re-classified to the new or alternate classification. All the revisions noted reflect either: changes to program mandates; new business methods; or a consolidation of classifications. An effective date for the classification being superseded is noted.

<b>Primary and/or Secondary</b>	<b>Title</b>	<b>Effective Date YYYYMMDD</b>	<b>Rationale for Change</b>
<b>Section 1 Accounts Administration</b>			
21100	CENTRAL ACCOUNTS - GENERAL		
-02	Exchange rates directives	1999/01/01	combined with 21110-04
-20	Training programs	1999/01/01	now secondary 21120-40
21125	CENTRAL ACCOUNTS - CHART OF ACCOUNTS - CENTRAL		
-05	Vote control	1999/01/01	combined with 21410-08
-06	Establishment of function table	1999/01/01	combined with 21120-10
-08	Establishment of client	1999/01/01	combined with 21120-10
-40	Balances forward case files	1999/01/01	combined with 21110-30
21400	CENTRAL ACCOUNTS - GENERAL	1999/01/01	now primary 21000
<b>Section 3 Financial Operations</b>			
23200	CUSTOMER SERVICE		
-02	Customer service control totals	1997/01/01	Combined with 27300-07 or 23200-08
-03	Customer service inquiry forms	1997/01/01	Combined with 27300-07 or 23200-08
-04	Customer service inquiry forms printout	1997/01/01	Combined with 27300-07 or 23200-08
-05	Special run requests: mainframe/micro	1997/01/01	Combined with 27300-07 or 23200-08
-06	Replacement cheque generation	1997/01/01	Combined with 27300-07 or 23200-08
-07	Revenue transactions – journal vouchers	2002/09/01	Moved to new secondary 27100-20
-08	Customer service investigations	2002/09/01	Moved to new secondary 27100-20
-20	Investigations		Combined with 27300-07 or 23200-08

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<b>and/or Secondary</b>	<b>Date YYYYMMDD</b>	
23310 DATA CONTROL - BATCH PROCESSING		
-02 Batch problems	2002/09/01	Combined with 27300-03 Exception and maintenance reports
-08 Special projects	2002/09/01	Combined with 27400-20 CAS project case files
-09 Vote control	1998/01/01	combined with 21410-08
-11 Error by ministry report	2002/09/01	Combined with 27300-03 Exception and maintenance reports
-12 Batching control reports	2002/09/01	Combined with 27300-03 Exception and maintenance reports
-14 Transaction detail by STOB report	2002/09/01	Combined with 23370-20 Financial report case files
23330 DATA CONTROL - DATA RELEASE		
-03 General ledger reconciliation	2002/09/01	Combined with 23370-20 Financial report case files
23370 FINANCIAL REPORTING		
-30 AD hoc financial status report case files	2002/09/01	Combined with 23370-20 Financial report case files
23410 PAYMENT INSTRUMENTS - CHEQUE PROVISION		
-02 Cheque stock control	2002/09/01	Now 23400-03 Cheque stock control
23420 PAYMENT INSTRUMENTS - ELECTRONIC FUNDS TRANSFERS		
-03 EFT payment reports	2002/09/01	Now 23400-04 Payment reports
23430 PAYMENT INSTRUMENTS - CHEQUES ON DEMAND		
-03 Cheque production report	2002/09/01	Now 23400-04 Payment reports
23440 PAYMENT INSTRUMENTS - RECORD OF PAYMENTS PRODUCED	2002/09/01	Now 23400-04 Payment reports

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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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Secondary		YYYYMMDD	
23500	SUPPLIER CODING - GENERAL		
-02	Coding instructions to ministries	2002/09/01	Now covered by 27500 Training and User Documentation
-06	Problem cases/firms referred to by more than one name	2002/09/01	Now 23510-20 Supplier research case files
-07	Vendor code count reports	2002/09/01	Now 27300-03 Exception and maintenance reports
-20	Supplier Code Database	2002/09/01	Now covered by CAS Oracle ISO
-30	Vendor code case files	2002/09/01	Now 27300-60 Supplier data case files
23510	SUPPLIER CODING - CODE ALLOCATIONS		
-04	Vendor initiated requests for alterations in vendor coding	2002/09/01	Now 27300-02 Change requests and reports
-05	Government entity initiated requests for alterations in vendor coding	2002/09/01	Now 27300-02 Change requests and reports
23520	SUPPLIER CODING - CODE ALTERATIONS AND DELETIONS		
-02	Vendor coding change slips	2002/09/01	Now 27300-02 Change requests and reports
-04	Vendor maintenance listings (CA180)	2002/09/01	Now 27300-03 Exception and maintenance reports
-05	Garnishee (stop pay) add and delete memos	2002/09/01	Now 27300-02 Change requests and reports
-06	Stop pays list	2002/09/01	Now 27300-03 Exception and maintenance reports
-07	Incorrect name or firm data input documents	2002/09/01	Now 27300-02 Change requests and reports
-08	Purged vendor report (CA160)	2002/09/01	Now 27300-05 Purged suppliers list
23610	LEGAL ENCUMBRANCES - SET-OFFS		
-02	Set-offs case files	1999/04/01	Now secondary 23610-20

**Section 6 Corporate Financial Reporting**

26000	CORPORATE FINANCIAL REPORTING - GENERAL		
-03	Estimates	1999/03/31	combined with 26850-08
-07	Balances forward - Central Accounting System	1999/03/31	Now secondary 21110-30

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

**APPENDIX O: Summary of Changes to the *Office of the Comptroller General ORCS***

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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This Summary of Changes outlines key changes to secondary titles and retention periods stemming from amendment 6 to the *Office of the Comptroller General ORCS*. The new classifications and retentions are to be applied to all relevant digital and physical operational records, both in the office and in storage.

SECTION 7			
27300-05	<b>Purged suppliers list</b>	Previous retention: FY+4y/nil/DE	FY+6y/nil/DE
27300-60	<b>Supplier case file data</b>	Previous title: Supplier data case files  SO criteria changed. Previous SO: "when a supplier has been inactive for two years."  Previous retention: SO+5y/nil/DE	SO/nil/DE

[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### CORPORATE ACCOUNTING SYSTEM

### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

#### INDEX

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

#### Cross-references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

(continued on next page)

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- A -	
ACTIVITY SCHEDULES	27200
ADJUSTMENTS FOR OUTSTANDING CHEQUES	23640
ALERT MANAGEMENT (see also PROBLEMS) - reports	27100 27100
ALPHABETICAL SUPPLIER LISTING	23530
APPLICATION FORMS direct deposit and electronic data interchange	23540
ASSET DATA	27300
AUTHORIZED SIGNATURES CONTROL	23400
- B -	
BALANCE, CUSTOMERS	27300
BANK ACCOUNT RECONCILIATION	23640
BANK INFORMATION, SUPPLIER	27300
BANK RECONCILIATION SYSTEM (BRS) - exception reports - input/output history	23640 23640 23640
BANK STATEMENTS AND ADVICES	23640
BC MAIL PROCEDURES	27700
BUDGET, PROJECT - client project accounting	27400 27300
BUDGETS, CLIENTS	27300
BUG FIXES	27100
BUSINESS ANALYSIS, PROJECT	27400

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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SUBJECT HEADINGS

PRIMARY NUMBERS

- C -

CALENDARS, CAS ACTIVITY	27200
CANADA CUSTOMS AND REVENUE AGENCY (CCRA)	
- bulletins	27700
- codes	27700
- web pages	27700
CAPACITY PLANNING	6640
CHANGE MANAGEMENT	
- change management process	27100
- committee	27100
- requests	27100
CHANGE REQUESTS	27300
- customers	27300
- project	27400
- suppliers	27300
CHEQUES	23640
- inventory	23400
- matched list	23640
- queen's printer	23400
- signing matrix	23400
- stock control	23400
- unmatched list	23640
CLIENT MANAGER GUIDELINES	27200
CLIENTS	
- client relations	27200
- contact list	27200
- fee schedules of	27300
- financial databases	27100
- information releases to	27200
- interest payment charges of	27300
- issue management	27200
- presentations to	27200
- project account tracking	27300
- T4A information releases	27700
- transfer files to	23370
CODES, T4A	27700
CODING	23530
- lists	23510
- reports	23510

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

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COMMITTEES	ARCS 200 to 206
- change management	27100
COMMUNICATION PLAN, PROJECT	27400
COMMUNIQUE'S	27200
COMPUTER HARDWARE (not related to a capital project)	ARCS 737
CONTACT INFORMATION	
- customers	27300
- help desk contacts list	27100
- supplier	27300
- user/employee	27300
CORPORATE APPLICATION MANAGER (CAM)	27100
CRITICAL SYSTEMS LISTS	27100
CURRICULUM, TRAINING	27500
CUSTOMER DATA	27300

- D -

DATA MANAGEMENT	27300
DECISION PAPERS, PROJECT	27400
DEPLOYMENT PLAN, PROJECT	27400
DETAILED TRANSACTION REPORTS	23370
DEVELOPMENT	
- project	27400
- training material	27500
- user documentation	27500
DIRECT DEPOSIT	23540
DOCUMENTATION PLAN, PROJECT	27400

- E -

ELECTRONIC DATA INTERCHANGE (EDI)	23540
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**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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SUBJECT HEADINGS

PRIMARY NUMBERS

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ELECTRONIC FUNDS TRANSFER (EFT)	23540
ENHANCEMENT REQUESTS	27100
EXCEPTION REPORTS	27300
- F -	
FACILITIES FOR TRAINING	27500
FINANCIAL REPORTING	23370
- distribution table	23370
FINANCIAL TRANSACTIONS AND BUDGETS	27300
FISCAL YEAR END REPORTING	27400
FIXED ASSET DATA	27300
FUNCTIONAL DESIGN PHASE, PROJECT	27400
- G -	
- H -	
HARDWARE, COMPUTER (not related to a capital ARCS 737 project)	
HELP DESK	
- frequently asked questions	27100
- training manuals	27100
- user and operation guides	27100
HISTORY FILE T4A	27700
- I -	
IMPACT ASSESSMENTS, PROJECT	27400
IMPLEMENTATION, PROJECT	27400

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
INDEX, PROJECTS	27400
INTEGRATION, PROJECT	27400
(continued on next page)	
INVENTORY OF CHEQUES	23400
ISSUES MANAGEMENT	
- client relations	27200
- project	27400
- J -	
- K -	
- L -	
LESSON PLANS, TRAINING	27500
LISTS, MAINTENANCE	27300
- M -	
MAINTENANCE COMPUTER HARDWARE (not related to a capital project)	ARCS 737
MAINTENANCE REPORTS AND LISTS	27300
MATCHED CHEQUE LIST	23640
MEETING MINUTES	
- client relations	27200
- project	27400
MIGRATION FORMS, PROJECT	27400
MINISTRY T4A FOOTNOTE CODES	27700
MONTHLY REVIEWS, PROJECT	27400
MUNICIPALITY CODE LISTS	23510
- N -	

**OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- O -	
ONLINE TRAINING REGISTRATION SYSTEM	27500
- P -	
PASSWORD	
- resets	27100
- user/employee	27300
PATCHES AND PATCH LOGS	ARCS 738
PAYMENT	
- instruments	23400
- processing reports	23370
- registers	23400
- reports	23400
PERFORMANCE MANAGEMENT REPORTS (SYSTEM)	27300
POST-MORTEMS, PROJECT	27400
POST-PRODUCTION LOGS, PROJECT	27400
PROBLEMS (see also ALERT MANAGEMENT)	
- analysis support	27100
- client relations	27200
- computer hardware (not related to a capital project)	ARCS 737
- identification	27100
- investigation	27100
- management guides	27100
- system reports	27100
PROCEDURES	
- project management	27400
- provincial financial accounting	27000
PRODUCTION PROJECT	27400
PROJECT ACCOUNTING, CLIENT	27300
PROJECTS	27400
- issues	27400
- management procedures and tools	27400
- plans	27400
- reviews	27400
- tracking files	27400

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
PROVINCIAL FINANCIAL ACCOUNTING PROCEDURES	27000
PURGED SUPPLIERS LIST	27300
- Q -	
QUEEN'S PRINTER - CHEQUE PRINTING	23400
- R -	
REAL TIME SYSTEM PERFORMANCE REPORTING	27300
RECOMMENDATIONS, PROJECT	27400
REFERENCE MATERIAL T4A	27700
REPORTS	
- alerts	27100
- change requests	27300
- bank reconciliation system	23640
- coding	23510
- detailed transaction	23370
- dictionary	27100
- exception	27300
- financial	23370
- fiscal year end	27400
- maintenance	27300
- payment	23400
- payment processing	23370
- performance management	27300
- problem management system	27100
- short term financial	23370
- system performance	27300
- training	27500
RESEARCH COMPUTER HARDWARE (not related to a capital project)	ARCS 737
REVIEW PROJECT	27400
- S -	
SCHEDULES, TRAINING	27500
SECURITY	

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
- alerts	27100
- user/employee	27300
SERVICE LEVEL AGREEMENTS, COPIES OF CLIENT'S	27200
SERVICE REQUESTS	27100
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SHORT TERM FINANCIAL REPORT	23370
SIGN OFF FORMS BLANKS AND TEMPLATES	27400
SIGNING MATRIX FOR STANDARD CHEQUES	23400
SKILLS TRANSFER PLAN, PROJECT	27400
SPECIAL SUPPLIER NAME	23510
STATEMENT OF PENSION, RETIREMENT, ANNUITY, AND OTHER INCOME (SEE T4A)	27700
STATUS REPORTS, PROJECT	27400
SUPPLIER	
- code allocations	23510
- code master list	23530
- data	27300
- special name	23510
SYSTEM CAPACITY PLANNING	6640
SYSTEM TEST PLAN, PROJECT	27400

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T4A SYSTEM SUPPORT	27700
- annual codes and criteria	27700
- client communications	27700
- client informational meetings	27700
- dataset from the Ministry of Education	27700
- general ledger selection criteria	27700
- history file	27700
- production projects, project	27400
- reference material	27700
- system database	27700
- users' guide	27500
TECHNICAL DESIGN, PROJECT	27400

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
TERMS OF REFERENCE, PROJECT	27400
TESTING, PROJECT	27400
TIME SHEETS, PROJECT	27400
(continued on next page)	
TRAINING	27500
- course package	27500
- course registration and attendance	27500
- evaluation	27500
- materials	27500
- report	27500
- strategy development	27500
TRANSFER FILES	23370
- U -	
UNMATCHED CHEQUE LIST	23640
USER DOCUMENTATION	27500
USER ID, USER/EMPLOYEE	27300
USER/EMPLOYEE DATA	27300
- V -	
- W -	
WEBSITE EMAIL LOG	27100
WORKSHOPS, TRAINING	27500
- X -	
- Y -	
YEAR END REPORTING	27400
- Z -	